



Agenda Submittal

Agenda #: 5 **Status:** Consent Calendar
Type: Resolution **Department:** Probation
File #: 20-697 **Contact:** Donna Robinson, 784-7614
Agenda date: 10/6/2020 **Final action:** 10/6/2020
Title: Adopt a resolution amending the Alphabetical Listing of Classes and Salaries to retitle the classifications Group Counselor (Entry), Group Counselor, and Group Counselor (Senior) to Juvenile Correctional Counselor (Entry), Juvenile Correctional Counselor, and Juvenile Correctional Counselor (Senior)
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Resolution, 2. Minute Order, 3. Adopted Resolution

Date	Ver.	Action By	Action	Result
10/6/2020	1	Board of Supervisors		

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Department of Human Resources recommends that the Board of Supervisors adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to retitle the classifications Group Counselor (Entry), Group Counselor, and Group Counselor (Senior) to Juvenile Correctional Counselor (Entry), Juvenile Correctional Counselor, and Juvenile Correctional Counselor (Senior).

SUMMARY:

The proposed amendment to the Alphabetical Listing of Classes and Salaries to amend the titles of the Group Counselor (Entry), Group Counselor, and Group Counselor (Senior) classification specifications is to provide a more accurate reflection of what the incumbents are responsible for and to help provide clarity for recruitment purposes. On September 9, 2020, the Civil Service Commission amended the classification descriptions. The final step is to amend the titles within the salary schedule.

FINANCIAL IMPACT:

There is no financial impact in adopting the resolution as the recommended action does not change the salary ranges for the classifications. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2020/21 Adopted Budget.

DISCUSSION:

The proposed amendment to the Alphabetical Listing of Classes and Salaries to amend the titles of the Group Counselor (Entry), Group Counselor, and Group Counselor (Senior) classification specifications will align with the titles of comparable classification specifications in surrounding agencies. The amendments will also more accurately reflect the duties of incumbents who have responsibilities to supervise and counsel justice-involved youth detained in, or committed to, the juvenile detention facility. In addition, the previous title caused confusion for many applicants during the recruitment process as it was misleading and did not clearly

represent that the position was a correctional position.

There is no change to the existing salary provided to any of the classifications.

On September 9, 2020, the Civil Service Commission amended the classification descriptions, including renaming the classifications to Juvenile Correctional Counselor (Entry), Juvenile Correctional Counselor, and Juvenile Correctional Counselor (Senior). The proposed action before the Board of Supervisors is to amend the titles within the salary schedule to align with the classification titles adopted by the Civil Service Commission.

ALTERNATIVES:

The Board of Supervisors could elect not to amend the Alphabetical Listing of Classes and Salaries to retitle the Group Counselor (Entry), Group Counselor, and Group Counselor (Senior). However, this is not recommended as the Civil Service Commission adopted the new classification titles.

OTHER AGENCY INVOLVEMENT:

Human Resources worked with staff from the Probation Department in retitling the class specifications. On May 29, 2020, the County notified the Solano Probation Peace Officer Association (SPPOA) of the intent to retitle and modify the existing classification specifications. On June 24, 2020, the County met and conferred with SPPOA. The meet and confer process was closed out with SPPOA with agreement on the proposed title change and revisions to the classification specifications. The Civil Service Commission approved the revised classification specifications at the September 9, 2020 Commission meeting.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION