MISSION STATEMENT:

The Alameda County Probation Department, as a partner in the criminal justice system, protects and serves our diverse community, offers services to victims, and provides rehabilitative opportunities to offenders in compliance with State law.

<table>
<thead>
<tr>
<th>Budget Unit #</th>
<th>Budgeted Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>250100</td>
<td>50.63</td>
</tr>
<tr>
<td>250200</td>
<td>130.50</td>
</tr>
<tr>
<td>250300</td>
<td>120.50</td>
</tr>
<tr>
<td>250400</td>
<td>266.79</td>
</tr>
<tr>
<td>250900</td>
<td>40.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>608.42</strong></td>
</tr>
</tbody>
</table>
HUMAN RESOURCES (250100)
- Provide Department Personnel Services
- Employee/Labor Relations
- Agency Affirmative Action Coordination
- Diversity Management
- Position Control
- Payroll Transactions/Operations
- Financial Verifications
- Recruitment and Selection
- Policy Administration
- Records Management
- Risk Management

SENIOR DEPARTMENTAL PERSONNEL OFFICER - 1

SECRETARY II – 1

JUVENILE INSTITUTIONS
Departmental Personnel Officer – 1
Human Resources Technician – 1
Specialist Clerk II – 1

ADULT/JUVENILE SERVICES
Departmental Personnel Officer – 1

ADMINISTRATIVE/BUSINESS SERVICES
Departmental Personnel Officer – 1
Specialist Clerk II – 1
Payroll Records Clerks – 4
FISCAL UNIT (250100)

- Purchasing/Procurement
- Department budget preparation, expenditure control, and statistical reporting, revenue forecasting, cost reimbursement claiming, monthly/quarterly state and federal claims preparation
- Grants management and revenue coordination information
- CBO Contracts Management

ADMINISTRATIVE/FINANCIAL SERVICES MANAGER – 1

Assets and Facilities Management
- Administrative Specialist II – 1
- Storekeeper II – 1

Budgeting/Accounts Payable/Restitution Collection
- Supervising Financial Services Specialist – 1
- Financial Services Specialist II – 1
  - Senior Accountant – 1
  - Accounting Specialist II – 1
  - Accounting Specialist I – 1
  - Account Clerk II – 1
  - Specialist Clerk I – 1

Grants Management/Procurement and Contracts
- Supervising Financial Services Specialist – 1
- Financial Services Specialist II – 4
INFORMATION TECHNOLOGY UNIT (250100)

- System Administration
- Database Implementation and Applications Administration
- Data Analysis
- Project Management
- Help Desk Support
- Network Administration
- Server Support
- Systems Security Administration
- Computer System Support

INFORMATION SYSTEMS MANAGER – 1

- Database Implementation and Analysis
  - Information Systems Analysts – 2

- Project Management/Server Support/Systems Security Administration
  - Information Systems Specialists – 2

- Help Desk Support/Computer System Support
  - Information Systems Technician IIs – 2
TRAINING UNIT (250100)

- Recruit training vendors/instructors and monitor performance
- Volunteer in Probation Program
- Standards and Training for Corrections (STC) course certifications and re-certifications
- Maintenance of training records
- Annual training plan
- Reports and audits for STC compliance
- Maintenance of Revenue Sharing Fund

UNIT SUPERVISOR – 1

Volunteer in Probation Program (VIP)

Admin Intern – 0.63

Staff Development Specialist - 1

Clerk II - 1
ADULT SERVICES
250200, 250900

DIVISION DIRECTOR – 1

SECRETARIAL SUPPORT
Secretary II - 1

Program Manager - 3

ADULT INVESTIGATION/ASSESSMENTS

Unit Supervisor – 3
Deputy Probation Officer III – 39
Supervising Clerk II – 1
Supervising Clerk I – 1
Specialist Clerk II – 3
Specialist Clerk I – 4
Transcriptionist – 2
Clerk II – 1

Provide the criminal courts with pre-sentence and diversion reports which include recommendations for sentencing of adult offenders

ADULT SUPERVISION

Unit Supervisor – 8
Deputy Probation Officer III – 56
Supervising Clerk II – 1
Supervising Clerk I – 2
Specialist Clerk II – 3
Specialist Clerk I – 5
Transcriptionist – 2
Clerk II – 2

Provide counseling and rehabilitative services to adult probationers
Diverts and ensures compliance with court-ordered conditions of probation
Task Force - Participation includes:
Alameda County Regional Auto Theft Task Force (ACRATT)
Alameda County Sheriff’s Office Gang Suppression Unit (ACSO-GSU)
Southern Alameda County Gang Violence Suppression Task Force (SACGVSTF)
Alameda County Narcotics Task Force (ACNTF)
Oakland Police Department Gang Unit (OPD-Gangs)
Sexual Assault Felony Enforcement Task Force (SAFE)
Current Adult Supervision Programs
Probation Rehabilitative Opportunity Programs (PROP) for 18 - 25 years old
Sex Offender Unit (SOU)
Field Compliance Team (FCT)
Mentor Diversion (18 to 25 years old)
Domestic Violence
General Supervision

Management Analyst – 1
Administrative Assistant – 0.35

Note: All clerical/transcription support positions are supervised by Administrative Services
In keeping with the provisions of the Welfare & Institutions Code and the policies of the Juvenile court, investigate all referrals or refer to the prevention network. Those that cannot be dealt with informally are brought to the attention of the court along with investigation reports and recommendations as to disposition. Compile court orders with respect to rehabilitative services including out of home placement.

DIVISION DIRECTOR - 1

SECRETARIAL SUPPORT

Secretary II - 1

Program Manager - 3

INTAKE/INVESTIGATION SERVICES

- Investigate all referrals of juvenile offenders. Make determinations regarding initial detention filing petitions to bring matters to the attention of the Juvenile Court
- Provide court with investigation reports & recommendations as to disposition

Unit Supervisor – 4
Deputy Probation Officer III – 32
Supervising Clerk II – 1
Specialist Clerk II – 2
Specialist Clerk I – 2
Clerk II – 1

SUPERVISION SERVICES

- Provide counseling & rehabilitation services to juvenile offenders placed on informal and formal probation
- Insure compliance with court ordered conditions of probation

Unit Supervisor – 1
Deputy Probation Officer III – 14
Supervising Clerk II – 1
Specialist Clerk II – 1
Transcriptionist – 1

SPECIAL SERVICES

- Provide services for record sealing, transportation, court officers, transition center, disproportionate minority contact

Deputy Probation Officer III – 9
Administrative Asst. – 0.65
Specialist Clerk II – 6
Specialist Clerk I – 4

COMMUNITY PROBATION/
YOUTHFUL OFFENDER BLOCK GRANT (YOBG)

- Provide specialized supervision to youthful offenders who, through assessment, are determined to be of medium to high risk to re-offend
- Provide individualized case plans that address risk factors and court orders

Unit Supervisor – 3
Deputy Probation Officer III – 23
Management Analyst – 1
Program/Financial Specialist – 1
Secretary I – 1
Specialist Clerk I – 1
Transportation Worker – 1
Clerk II – 1

PLACEMENT/CAMP SERVICES

- Provide rehabilitative services and appropriate out-of-home placements for juvenile offenders who have been removed from their homes by the court

Unit Supervisor – 1
Deputy Probation Officer III – 14
Specialist Clerk I – 6

FAMILY PRESERVATION/
COLLABORATIVE COURT

- Provide intensive case management services to avoid out-of-home placement

Unit Supervisor – 1
Deputy Probation Officer III – 12
Specialist Clerk I – 1
JUVENILE INSTITUTIONS

- Detention housing & treatment of minors in residential facilities

1 - DIVISION DIRECTOR

CAMP SWEENEY (250402)

- 24-hour treatment facility for male minors ages 14-18 yrs
- After care supervision

1 – Camp Superintendent

SECRETARIAL/CLERICAL SUPPORT (250402)

1 - Secretary I
1 - Specialist Clerk
1 – Specialist Clerk SAN
1 - Supply Clerk I

TREATMENT / AFTER CARE

- Treatment of court wards ages 14-18 years in residence
- Supervision of camp graduates

.84 – Juvenile Institutional Officer Int
4 – Juvenile Institutional Officer II
16 – Juvenile Institutional Officer III
2 – Institutional Supervisor I
1 – Institutional Supervisor II

JUVENILE HALL (250401)

1 - Superintendent
*See 14-6 for specific detail

JUVENILE INSTITUTIONS ADMIN. & FOOD SERVICES (250403)

- Provision of nutritionally adequate meals, snacks and special food services
- Purchasing and support services for juvenile institutions

3 – Sr. Food Service Worker
7 - Food Service Worker
1 – Food Service Worker (SAN)
2 – Laundry Service Worker
1 - Storekeeper
2 - Supply Clerk I
1 - Supply Clerk II

PROBATION 14-5