



ALAMEDA COUNTY PROBATION DEPARTMENT

March 14, 2011

REVISED
3/24/11

DAVID MUHAMMAD
Chief Probation Officer

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

SUBJECT: APPROVAL OF STAFFING CHANGES FOR PROBATION DEPARTMENT.

Dear Board Members:

RECOMMENDATIONS:

It is recommended that your Board:

1. Approve and authorize the Chief Probation Officer to implement staffing changes within the department; and
2. Approve and authorize the Chief Probation Officer to work with the Human Resources Department to implement positions re-class, positions transfers and pay units adjustments as per Attachment-A.

SUMMARY/ DISCUSSION:

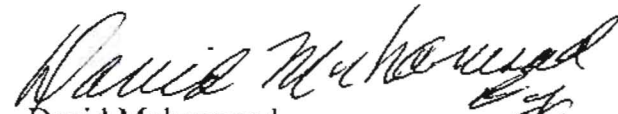

In an effort to improve efficiency, Probation Department is in the process of implementing staffing changes. The staffing changes will help develop and implement a strategic plan for the department, will mobilize resources for the department, will work with all service providers to streamline the services being provided to the community, and will also develop and implement plans for staff development by providing necessary tools and training.

The Probation Department will need to re-class one position Special Services Supervisor to Staff Development Specialist, one position of Assistant Superintendent to Probation Project Coordinator, one position of Management Specialist to Management Analyst and one position of Assistant Chief Probation Officer to Administrative Chief of Staff and transfer these positions into Administrative division of the department. To fund these positions, two positions of Unit supervisor, two positions of DPO III, one position of Institutional Supervisor I, One position of Supervising clerk I and one position of Specialist Clerk I are being unfunded. The total estimated cost of these changes will be \$148,843 for FY 2010-11 and \$893,063 for FY 2011-12, which is being funded by deleting pay units from seven positions. The difference if any will be adjusted with discretionary services and supplies. Your board is requested to authorize the Chief Probation Officer to implement the proposed staffing reclassification and pay unit adjustments as per Attachment-A. There will be no increase in net County costs.

FINANCING:

The re-classed positions will be funded by unfunding vacant funded positions. The overall re-organization that the Probation Department is undertaking results in a net savings. There is no increase in net County cost.

Very truly yours,


David Muhammad
CHIEF PROBATION OFFICER 

DM: DSC

cc: County Administrator
County Counsel
Auditor-Controller
Administrative/Financial Services, Probation

Step 1: Reclass Positions							
Status: Done							
FROM			TO				
DeptID	Position Number	Budget Jobcode	Job Title	Budget Jobcode	Job Title	Control #	
250100	302144	0600	Management Specialist	0206	Management Analyst	11-01362	
250100	302201	6120	Special Services Supervisor	6796	Staff Development Specialist	11-01363	
250401	302697	6230	Assistant Superintendent	New	Program Services Coordinator-Safety	11-01389	
250100	302166	6145	Asst Chief Probation Officer	New	Administrative Chief of staff-non-Safety	11-01366	
Step 2: Transfer Positions between ORG/Budget Units							
Status: Done							
Position Number	Job Title	Budget Jobcode	FROM	TO	Control #		
302572	Management Analyst	0206	250401	250100	11-01360		
401397	Senior Management Analyst	0207	250301	250100	11-01361		
302697	Assistant Superintendent	6230	250401	250100	11-01365		
Step 3: Delete Pay Units							
Status: Pending Board Approval							
DeptID	Budgeted ?	Budget Jobcode	Job Title	Position Number	FY 2010-11 Pay Units	FY 2011-12 Pay Units	Control #
250200	Y	6122	Unit Supervisor, Probation	302282	(2.00)	(12.00)	
250200	Y	6122	Unit Supervisor, Probation	302492	(2.00)	(12.00)	
250100	Y	6115	Deputy Probation Officer III	302467	(2.00)	(12.00)	
250200	Y	6115	Deputy Probation Officer III	302339	(2.00)	(12.00)	
250401	Y	6217	Institutional Supervisor I	302698	(2.00)	(12.00)	
250200	Y	1138	Suprsvng Clerk I	302868	(2.00)	(12.00)	
250401	Y	1128	Specialist Clerk I	302858	(2.00)	(12.00)	
Step 4: Add Pay Units from the Deleted Pay Units							
Status: Pending Board Approval							
DeptID	Budgeted ?	Budget Jobcode	Job Title	Position Number	FY 2010-11 Pay Units	FY 2011-12 Pay Units	Control #
250100	N	0600	Management Specialist	302144	2.00	12.00	
250100	N	6120	Special Services Supervisor	302201	2.00	12.00	
250100	N	6145	Asst Chief Probation Officer	302166	2.00	12.00	
250301	N	0207	Senior Management Analyst	401397	2.00	12.00	
250401	N	0206	Management Analyst	302572	2.00	12.00	
250401	N	6230	Assistant Superintendent	302697	2.00	12.00	

Note: No NCC as result of transferring and deleting pay units