

CRIMINAL JUSTICE MEETING

PROBATION AGENDA

9/28/15

- I. Committee Meeting called to order by Chairman
- II. Motion to approve minutes from prior committee meeting
- III. ACTION AGENDA

Request Resolution – Resolution Request to create Probation Officer Trainee Position (Previous Resolution Request to Re-classify Probation Officer Trainee Position withdrawn)

Rational – We will need to create Probation Officer Trainee Position and keep open Probation Officer Position vacated by retirement of Martha DeLarm and funded at \$3,500 as Probation Officer Trainee incumbent will automatically become a Probation Officer after a successful one year training period without further examination.

2016 Probation Department Budget Requests

- IV. Pending Items – None
- V. Information and Discussion – None

Attachment: Resolution Request

# ***RESOLUTION REQUEST FORM NO. 11***

## ***Request to Create New Position***

DEPARTMENT NAME: **Probation**

DATE: **9/28/15**

- (a) Title of Requested Position: **Probation Officer Trainee**
- (b) Annual Base Salary (and Grade if Applicable): **\$39,004, Grade 16**
- (c) Effective Date for New Position:\* **ASAP**  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): **None- Will need to keep Probation Officer #2-#7222, Martha DeLarm's Position open and funded at \$3,500 because the trainee appointment is for a period of one year, following which incumbent receiving satisfactory rating will be advanced to the title of Probation Officer without further examination.**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.3140-Probation, 110, - \$39,004.00**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Yes**
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **Yes, 12% reimbursement from NYS Division of Criminal Justice Services**