

CRIMINAL JUSTICE COMMITTEE MEETING  
PROBATION AGENDA  
January 24, 2022

COMMITTEE MEMBERS: Supervisors Dickinson, Geraci, Driscoll, McDevitt and Seeber - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. Request: To fill vacant Senior Account Clerk position due to promotion of Shelley Clarke to Probation Assistant.  
Rationale: The Senior Account Clerk position is needed within in our department to perform restitution and financial obligation duties as well as act as the main receptionist.
  2. Request: To amend 2022 County Salary Schedule to reflect change in "Probation- Per Diem \$3,000" wording to "Probation-IID/Transfer Monitoring Stipend \$3,000" effective 1/3/22.  
Rationale: Per Diem wording is incorrect and should be termed Stipend.
- IV. Discussion Items: None
- V. Referrals/Pending Items: None
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

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Attachments: 1. Notice of Intent to Fill Vacant Position  
2. Resolution Request Form No. 20

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation Payroll Dept. No: 29.00

Title of Position: Senior Account Clerk Base Salary of Position: \$36,414 Grade: 7

Filling at Step # (If Known): Entry

Budget code and title: A.3140. Probation Union X

This position is vacated due to: Promotion

Employee No./Last Name: 13202/Clarke Date of Vacancy: 12/9/21

Is this position mandated? No Is the position reimbursable? Yes

Source of reimbursement: State 10%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

XX Competitive-active eligible list Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** \_\_\_\_\_

**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: Criminal Justice and Public Safety

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Probation Department**

**DATE: 1/24/2022**

- (a) Purpose of Request: **To Amend 2022 County Salary schedule to reflect change in Probation-Per Diem \$3,000 wording to Probation - IID/Transfer Monitoring Stipend \$3000 with a 1/3/2022 effective date.**
- (b) Details: **Per Diem is in incorrect description and should be termed stipend**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.3140.110 Probation - Salaries**

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS