



TIFFANY A. MARTINEZ
CLERK OF THE
BOARD OF SUPERVISORS

204 S. COURT STREET
ALTURAS, CALIFORNIA
96101

(530) 233-6201

**Reclassification Review and Salary Adjustment Committee
March 1, 2022**

Call to Order

Attendee Name	Title	Status	Arrived
Kathie Rhoads	Supervisor	Present	10:00 AM
Geri Byrne	Supervisor	Present	10:00 AM
Chester Robertson	County Administration Officer	Present	10:00 AM
Elizabeth Hallmark	Sheriff/Corrections/OES/Admin Assistant	Present	10:00 AM
Terry Lee	Interim Chief Probation Officer	Present	10:00 AM
Tiffany Martinez	Clerk of the Board/ACAO	Present	10:00 AM
Mickey Cole	Extra Help	Present	10:00 AM
Robert Austin	Deputy Road Commissioner	Present	10:00 AM

I. Probation Items

1.1. CONSIDERATION/ACTION: Requesting to review the job classification and salary for the Probation Officer I, Range 213: Step A-F; \$2,822.00-\$3,602.00 monthly and make a recommendation to the Board of Supervisors. (Probation)

Interim Chief Probation Officer, Terry Lee, provided a background on the proposed job classification and proposed salary. Interim Chief Probation Officer Lee provided a report on the following: 1) Report on how Probation Department has changed in the last ten to fifteen (10-15) years; 2) Report on additional responsibilities added to the job classifications; 3) Update on state funding; 4) Provided an update on the career path for the Probation Department which will be established with the proposed changes.

A discussion was held, and several questions were asked of Interim Chief Probation Officer Lee.

Sheriff's Fiscal/Administrative Assistant/OES, Elizabeth Hallmark, reported she agreed the Probation Officer I position should be increased to parity. Sheriff's Fiscal/Administrative Assistant/OES Hallmark reported she did not believe the increase should exceed the Step-A of a Patrol Deputy I.

Interim Chief Probation Officer Lee replied the typical Probation Officer I would come to this class with a Bachelor of Arts degree, which a Patrol Deputy I classification does not require.

County Administrative Officer (CAO), Chester Robertson, reported the Memorandum of Understanding for the two departments are structured differently. CAO Robertson reported the

Deputy Sheriff's Association (DSA) has many specialty pays and an updated longevity structure. CAO Robertson reported when reviewing combined benefits the positions were at parity.

Supervisor Byrne asked how many extra dollars would a Patrol Deputy I receive for extra pay opportunities.

Sheriff's Fiscal/Administrative Assistant/OES Hallmark reported a Patrol Deputy I would receive \$300.00 of specialty on-call pay.

Interim Probation Chief Lee asked how much additional pay would a Patrol Deputy I earn with a degree.

Sheriff's Fiscal/Administrative Assistant/OES Hallmark reported the Patrol Deputy I officer with a degree would be paid an additional five percent (5%) for a two-year degree or ten percent (10%) for a four-year degree.

Interim Chief Probation Officer Lee reported on the required test in the Probation Department. Interim Chief Probation Officer Lee reported the department had sent Probation Officer I candidates to the academy and there was a significantly high failure rate for those who did not possess a degree. Interim Chief Probation Officer Lee reported the Probation Department had lowered the application standards to not require a degree but some candidates had not been able to be promoted into the Probation Officer I position due to failing the required tests.

CAO Robertson provided a background on the Probation Officer I position.

Interim Chief Probation Officer Lee reported it would be important to have a career path for promotions within the department to encourage career investment.

A discussion was held regarding safety pay and overtime pay for Deputy Patrol Officer I employees.

Assistant County Administrative Officer, Tiffany Martinez, stated she feels specialty pays should be more transparent to allow the public to know the actual gross monthly pay for safety staff. ACAO Martinez reported she did not believe the Probation Officer series should be discounted based on comparison to a Deputy Patrol Officer I.

Deputy Road Commissioner, Robert Austin, provided comments on the additional on-call pay and benefits which a Deputy Patrol Officer I receives. Deputy Road Commissioner Austin reported he believed the Sheriff's Deputy Patrol Officers would not leave the Sheriff's Office to work in the Probation Department if those additional benefits which makes their salary comparable were discussed with the Deputy Patrol Officers.

Interim Probation Chief Officer Lee recommended additions to the job classification as follows: 1) Candidate must pass a State Correction Exam to qualify for Probation Officer I position; 2) Candidate must pass 173 hour core class within one (1) year of hire; 3) One (1) year probationary period.

Assistant County Administrative Officer, Tiffany Martinez, recommended to add "performs all other duties as assigned" to the job description.

Ordered on a motion by Supervisor Byrne, seconded by Deputy Road Commissioner Robert Austin to recommend as amended to the Board of Supervisors to accept the updated job classification and reclassify the Probation Officer I position to Range 246: Step A-F; \$3,326.00 - \$4,245.00 monthly for a non-degree applicant or Range 251: Step A-F; \$3,411.00 - \$4,353.00 for an applicant holding an Associate's degree with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors.

Motion carried unanimously.

The Chair of the Committee returned to the item and the maker of the motion amended their motion and the second concurred as follows:

Ordered on a motion by Supervisor Byrne to amend the motion, seconded by Deputy Road Commissioner Austin, to recommend as amended to the Board of Supervisors to accept the updated job classification as non-exempt and reclassify the Probation Officer I position from Range 213: Step A-F; \$2,822.00 - \$3,602.00 monthly to Range 246: Step A-F; \$3,326.00 - \$4,245.00 monthly for a non-degree applicant or Range 251: Step A-F; \$3,411.00 - \$4,353.00 for an applicant holding an Associates degree with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors.

Motion carried unanimously.

The Chair of the Committee returned to item 1.2.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Robert Austin, Deputy Road Commissioner
AYES:	Rhoads, Byrne, Hallmark, Martinez, Austin

1.2. CONSIDERATION/ACTION: Requesting to review the job classification and salary for the Probation Officer II, Range 232: Step A-F; \$3,101.00-\$3,959.00 monthly and make a recommendation to the Board of Supervisors. (Probation)

Interim Chief Probation Officer, Terry Lee, provided an overview on the proposed position of Probation Officer II. Interim Chief Probation Officer Lee reported the Probation Officer I classification would be an entry-level position. Interim Chief Probation Officer Lee reported a Probation Officer I would begin work in the juvenile field and would be assigned a small caseload of adults. Interim Chief Probation Officer Lee reported it would take three (3) to four (4) years of experience for a candidate to move into the Probation Officer II position. Interim Chief Probation Officer Lee reported a Probation Officer II would work with adults, sentencing laws, and more intensive court work.

A discussion followed, and several questions were asked of Interim Chief Probation Officer Lee.

Interim Chief Probation Officer Lee reported not all positions in the Probation Department would be filled at one time, and the creation of additional department positions would create a career ladder within the Probation Department.

Deputy Road Commissioner, Robert Austin, stated he believed it would be important to have the additional positions available to create a career ladder, even if the positions were not always filled.

Interim Chief Probation Officer Lee reported a Bachelor's Degree would be a requirement for a Probation Officer II candidate.

Ordered on a motion by Assistant County Administrative Officer, Tiffany Martinez, seconded by Supervisor, Geri Byrne, to recommend as amended to the Board of Supervisors to accept the updated job classification and reclassify the Probation Officer II position from a Range 232: Step A-F; \$3,101.00 to \$3,959.00 monthly to Range 260: Step A-F; \$3,567.00 - \$4,552.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors.

The motion carried unanimously.

The Committee returned to the item and the maker of the motion amended their motion and the second concurred as follows:

Ordered on a motion by Assistant County Administrative Officer, Tiffany Martinez, seconded by Supervisor, Geri Byrne, to recommend as amended to the Board of Supervisors to accept the updated job classification as non-exempt and reclassify the Probation Officer II position from a Range 232: Step A-F; \$3,101.00 - \$3,959.00 monthly to a Range 260: Step A-F; \$3,567.00 - \$4,552.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors.

Motion carried unanimously.

The Chair of the Committee moved to item 1.4.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Tiffany Martinez, Clerk of the Board/ACAO
SECONDER:	Geri Byrne, Supervisor
AYES:	Rhoads, Byrne, Hallmark, Martinez, Austin

1.3. CONSIDERATION/ACTION: Requesting to create the position of Probation Officer III and make a recommendation to the Board of Supervisors. (Probation)

Interim Chief Probation Officer, Terry Lee, provided an overview of the proposed Probation Officer III Position.

Interim Chief Probation Officer Lee outlined candidate position requirements as follows: 1) Possess a Bachelor's degree; 2) Possess a certificate from the Board of Corrections; 3) Requirement of eighty (80) hours of Supervisory Probation Core Class for Managers and Supervisors; 4) Train subordinate officers; 5) Handle specialized cases.

Supervisor, Geri Byrne, reported the Probation Officer III was listed in the packet as non-exempt.

A brief discussion followed and questions were asked of Interim Chief Probation Officer Lee, with a recommendation to return to items 1.1 and 1.2. after item 1.3 was completed, in order to make a determination of the "exempt" versus "non-exempt" status of the Probation Officer I and II.

Interim Chief Probation Officer Lee reported candidates would be required to hold Probation Department titles in order to advance career levels within the Probation Department.

Assistant County Administrative Officer, Tiffany Martinez, recommended the following changes to the job description language as follows: 1) Review education area; 2) Review training requirements; 3) Add "all other duties as assigned".

Ordered on a motion by Supervisor Byrne, seconded by Deputy Road Commissioner, Robert Austin, to recommend as amended to the Board of Supervisors to accept the amended job classification as non-exempt and create the Probation Officer III position to Range 274: Step A-F; \$3,825.00 - \$4,881.00 monthly with the inclusion of the recommended verbiage to be worked on prior to approval by the Board of Supervisors.

The Chair of the Board returned to item 1.1.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Robert Austin, Deputy Road Commissioner
AYES:	Rhoads, Byrne, Hallmark, Martinez, Austin

1.4. CONSIDERATION/ACTION: Requesting to create the position of Supervising Probation Officer and make a recommendation to the Board of Supervisors. (Probation)

Interim Chief Probation Officer, Terry Lee, provided an overview of the proposed creation of Supervising Deputy Probation Officer.

A lengthy discussion was held and several questions were asked of Interim Chief Probation Officer Lee.

A determination was made to create two job descriptions; an exempt and a non-exempt position.

Ordered on a motion by Assistant County Administrative Officer, Tiffany Martinez, seconded by Deputy Road Commissioner, Robert Austin, to recommend to the Board of Supervisors to create the position of Supervising Deputy Probation Officer- Non-Exempt, Range 288: Step A-F; \$4,101.00 - \$5,233.00 monthly and create the position of Supervising Deputy Probation

Officer- Exempt Range 323: Step A-F; \$4,884.00 - \$6,233.00 monthly, with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors.

Motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Tiffany Martinez, Clerk of the Board/ACAO
AYES:	Rhoads, Byrne, Hallmark, Martinez, Austin

Adjournment

Motion to adjourn.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Tiffany Martinez, Clerk of the Board/ACAO
AYES:	Rhoads, Byrne, Hallmark, Martinez, Austin

The meeting was adjourned at 12:17 PM

Tiffany A. Martinez
Clerk of the Board

Kathie Rhoads
Chair, Modoc County Board of Supervisors