



Budget Change Request

Change request information

Title Adult Probation Supervisor Reclassification
Number B-07-06 Department 07 - District Court
Requester Frankie Peters
Published by Jennifer Smith Publish Date 2023-08-22
Change Type Policy Change

Board outcome *(to be entered by budget after Board action)*

Board Decision
Board Changes

Funds affected

Fund 0010 - General Fund
General Fund Affected? Yes More Than One Fund Affected? No

Policy request priority and connection to the strategic plan

Priority # 6 Strategic Plan Responsive Law,

Does this request include federal, state, or private grants?

Grant Funded?
Grantor and timeframe

Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Changes Classification
Current position numbers affected 4225-07-R-

What do you need and why? Include any unexpected and external requirements.

Statement of Need

District Court requests to: (1) Set the salary range of this position to Grade 544, \$7,198 - \$9,596 within the MTP, (2) Re-title the classification from "Supervisor" to "Manager".

The 'Adult Probation Supervisor' classification is specific to District Court, and is not held in other courts, offices, or departments of the county.

The current range for the District Court Adult Probation Supervisor is MTP Grade 426; this is not representative of the duties and responsibilities of this position, nor the level of experience and education required to meet the needs of this role. The requested MTP Grade / salary range is the current range of the Juvenile Court Probation Manager position for Thurston County and would more appropriately reflect what this position entails.

The Probation Manager is distinguished from most MTP positions by, but not limited to the following:

- Court Rule: ARLJ 11 Misdemeanor Probation Department.
- Successful completion of Criminal Justice Training Academy required
- Management over Probation Counselors and Probation Clerks who hold minimum levels of education and experience, as established by the Supreme Court.
- Management and performing of responsibilities including, but not limited to those established by the Supreme Court and provided for in ARLJ 11.
- Thorough training, knowledge and experience allowing the position to deal with complex legal and human issues, necessary counseling skills, assessment and evaluation of offender needs.
- Education and training for interviewing and counseling.

How will this change the performance of your office or department?

Statement of Need

The distinguishing features provided above are unique to other positions due to the nature of the work provided by this position and those positions managed by this role. This position is responsible for the daily operations of District Court Probation, including two (2) divisions within the department. Responsibilities include, but are not limited to, general planning, implementation, and evaluation of probation operations consistent with the mission and objectives of the District Court Executive Officer and Judges. The Adult Probation Supervisor manages multiple levels of probation staff, to include department administration, monitored probation, supervised probation, and a newer (2019 implemented) specialized mental health probation supervision.

Please see TC Classification Specification which provides the unique requirements of this position, as well as ARLJ 11 for further information.

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

The salary proposal takes into consideration the Board and County's request to limit General Fund requests. The classification salary for this position meets the current salary placements for other Probation Manager positions within the Court structure, reflecting this position's role more appropriately.

Current Budget Level

510000	-	\$92,988	
521000	-	\$7,114	
522000	-	\$9,531	
523000	-	\$23,676	
524000	-	\$336	
525000	-	\$279	
526000	-	\$137	
527000	-	\$530	TOTAL = \$134,591

What happens if this isn't funded? Are there other options?

Impacts and Alternatives

This position will continue to be misrepresented with the current salary range applied, not reflecting the responsibilities or experience, knowledge and high standard required. Hiring and retaining the best applicants will be challenged, leading to instability for staff and the court.

How does this request affect other offices and departments?

Impact to Other Departments

Which Other Departments are Affected?

Operating Transfer Needed? No

Operating Transfer Coding and Amount

Personnel Information

FTE	Number	Name	Start Date	End Date
1.00	@ Adult Probation Manager-2	ADULT PROBATION MANAGER	2024-01-01	
1.00	< Total			

Operating Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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Capital Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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Operating Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
0107A750	510000	SALARIES		13,296	13,695.00
0107A750	521000	SOCIAL SECURITY		1,017	1,048.00
0107A750	522002	RETIREMENT-PSERS 2		1,280	1,319.00
0107A750	525000	UNEMPLOYMENT COMPENSATION		40	41.00
0107A750	526000	PAID FAMILY MEDICAL LEAVE		8	8.00
0107A750	527000	LONG TERM DISABILITY		76	78.00
			Total:	15,717.00	16,189.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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