



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Human Resources  
**Department No.:** 064  
**For Agenda Of:** 4/23/2024  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

---

**TO:** Board of Supervisors  
**FROM:** Department Kristine Schmidt, Human Resources Director,  
568-2817  
Director(s) Holly L. Benton, Chief Probation Officer,  
(805) 882-3652  
Contact Info: Erin Jeffery, Fiscal & Workforce Planning Division Chief,  
568-2808  
**SUBJECT: Establish Job Classification of Pretrial Services Specialist, Senior**

---

**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Adopt the resolution in Attachment A to establish the classification of Pretrial Services Specialist, Senior (Class #6059, Range #6059, \$34.452 to \$41.877 per hour), as well as reclassify two (2) 1.0 FTE legal positions in the Probation Department to this classification; and
- b) Determine that the above actions are exempt from California Environmental Quality Act (CEQA) review per CEQA Guidelines Section 15378(b)(4) since the recommended actions are government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

**Summary Text:**

The recommended action would establish the job classification of Pretrial Services, Specialist, Senior (PTSS Sr.). This classification would be used in the Probation Department and lead teams of Pretrial Services Specialists in performing work related to pretrial services.

In accordance with the Employer-Employee Relations Policy, all recognized employee organizations were notified of the County's intent to assign the classification to bargaining unit 24 (Non-Supervisory Administrative, Technical, Office and Health Services Employees) represented by Service Employees International Union, Local 620 and there were no objections. The County met and conferred with the Union and agreed on the proposed salaries for the classifications.

**Background:**

In January of 2020, the Santa Barbara County Probation Department assumed responsibility of the Pretrial Assessment Unit from the Santa Barbara Superior Court. Pretrial Services Specialists (PTSS) utilize a validated assessment to assist in the investigation and evaluation of a defendant's risk level of failing to appear in court and reoffending while on pretrial release. The Pretrial Assessment Unit assesses defendants seven days per week and completes reports for their first scheduled arraignment, providing the Courts with information to assist with release decisions based on evaluated risks. The PTSS may refer defendants to the Pretrial Service Navigators if Pretrial Supervision is being recommended. An effective pretrial program can reduce the average daily population within the jail while addressing public safety and the needs of the court in a cost-effective manner.

The workload of the PTSS has continued to increase since these services were taken over by the Probation Department. In addition, the role of the PTSS has expanded to include non-traditional early assessments, such as the Pre-Arrest Release (PAR) pilot in conjunction with the Sheriff's Office. The PTSS will also play a role to the success of the early representation pilot spearheaded by the Public Defender's Office which will provide an assessment of needs, connection to services, and representation at the earliest stage of a criminal case to a specified population.

As a result of the increasing workload and expanded role, the Probation Department submitted an expansion request during the FY 2023-24 budget cycle requesting the addition of two (2) Pretrial Support Specialist Senior (PTSS Sr.) positions. Through collaboration with the County Executive's Office, ongoing State funding was identified and the CEO recommended approval of the expansion request, and the request was approved by the Board.

Although the PTSS Sr. classification didn't previously exist in Santa Barbara County, it does in other county pretrial programs. Human Resources has been working with Probation to develop the new classification. The PTSS Sr. positions will fill a void in the units and assist the unit supervisors by monitoring daily unit operations and ensuring tasks and duties performed by subordinate staff are completed efficiently and expeditiously. They will supervise subordinate staff in the absence of a Senior Deputy Probation Officer (DPO) or Supervising DPO and interpret policies and procedures for those subordinate staff. They will also provide training and conduct pretrial investigations and reports to the court.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State	\$ 64,550.00	\$ 258,200.00	
Federal			
Fees			
Other:			
<b>Total</b>	<b>\$ 64,550.00</b>	<b>\$ 258,200.00</b>	<b>\$ -</b>

**Narrative:**

Ongoing AB 199 State funds for these two positions are included in the FY 2023-24 adopted and FY 2024-25 proposed budget. It is anticipated that only a quarter of the current year budgeted funds will be expended. Adoption of the resolution will have no impact to the Probation Department’s General Fund Contribution.

**Staffing Impacts:**

**Legal Positions:**

No change

**FTEs:**

No change

There are no staffing impacts associated with adding the classifications by themselves, or by reclassifying existing positions to these new classifications. It is anticipated that staffing impacts would occur after reclassification, when both positions are recruited for.

**Special Instructions:**

Please email one (1) copy of the minute order and one (1) copy of the fully executed Salary Resolution to Tracy Rogers, Workforce Planning Analyst, Human Resources Department at [tr Rogers@countyofsb.org](mailto:tr Rogers@countyofsb.org).

**Attachments:**

Attachment A: Salary Resolution

Attachment B: Proposed Class Specification for Pretrial Services Specialist, Senior

**Authored by:**

Stefan Brewer, Workforce Planning Manager, County Human Resources

**cc:**

Mona Miyasato, County Executive Officer

Nancy Anderson, Chief Assistant County Executive Officer

Tanja Heitman, Assistant County Executive Officer