



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: Probation
Department No.: 022
For Agenda Of: September 10, 2019
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Tanja Heitman, Chief Probation Officer (805) 803-8537
Director(s)
Contact Info: Damon Fletcher, Administrative Deputy Director (805) 882-3654
SUBJECT: **Establish Non-Safety Job Classification of Pretrial Services Specialist, Allocate Positions to the Probation Department, and Approve a Side Letter Agreement Between the County of Santa Barbara and the Service Employees International Union, Local 620**

County Counsel Concurrence

As to form: Yes

Other Concurrence: Human Resources

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of supervisors:

- A. Adopt a Resolution to establish the classifications of Pretrial Services Specialist (Class # 6058, Range # 6058, approximately \$4,979 to \$5,965 per month) and Pretrial Services Specialist – EXH (Class # 8630, Range # 8630, approximately \$4,467 to \$5,453 per month and to allocate seven (7) 1.0 FTE Pretrial Services Specialist legal positions, one (1) 1.0 FTE Deputy Probation Officer, Supervising, legal position, and one (1) 1.0 FTE Administrative Officer Professional I/II legal position to the Probation Department;
- B. Approve a Side Letter Agreement between the County of Santa Barbara and the Service Employees International Union, Local 620 related to the transfer of pretrial services from the Superior Court to the County Probation Department, and;
- C. Determine that pursuant to CEQA Guidelines Section 15378(b)(4), the above actions are a governmental fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore is not a project subject to environmental review.

Summary Text:

The recommended actions (Attachment A) establish the non-safety job classification of Pretrial Services Specialist and Pretrial Services Specialist-EXH in order to complete the transfer of responsibility for pretrial assessments from the Superior Court to the Probation Department. The recommended actions also add an additional Supervising Probation Officer position and an Administrative Office Professional position to assist with the increased work load related to pretrial assessments. The County has met its obligations to meet and confer with Service Employees International Union (SEIU), Local 620 which will be the exclusive bargaining representative for these new Pretrial Services Specialist classifications. The attached Side Letter Agreement documents the agreed upon terms for the positions and the hiring of Superior Court staff by the County.

Background:

The Probation Department implemented a supervised pretrial release program in FY 2017-18 with two officers assigned as Pretrial Compliance Officers. The number of individuals being supervised increased quickly and an additional two officers were added to address the workload. During this time there were efforts at the State level to address bail reform. As the pretrial workload continued to increase, the State efforts began to focus on Probation Departments being responsible for pretrial assessments. The Superior Courts and the Probation Department began discussing the possibility of transferring the responsibility for pretrial assessments to Probation.

During the discussions and analysis of the impacts, it was determined that having both assessments and supervision under the Probation Department created efficiencies which would allow Probation to address the need for additional supervision capacity while continuing to deliver pretrial assessments. In collaboration with the County Executive Office, the Probation Department prepared a budget expansion request heard at the June 2019 budget hearings which proposed transferring responsibility for pretrial services from the Court to Probation mid-way through the fiscal year. The transfer was approved and adds 11 positions to Probation. Those positions include 1.0 Supervising Probation Officer (SPO), 2.0 Deputy Probation Officers (DPO), 7.0 Pretrial Services Specialists (PTSS), and 1.0 Administrative Office Professional (AOP). The 2 DPOs were needed to address workload increases in the supervised pre-trial release program and were added during the budget hearings. The SPO and AOP are also being allocated at this time to allow for the recruiting and hiring process to occur. As the PTSS class did not exist in the County, the Human Resources Department began the process of classifying the position and working with the labor groups to determine which group the new positions would be assigned. Based on the County of Santa Barbara Employer-Employee Relations Policy it was determined that SEIU Local 620 was the appropriate group.

The County and SEIU Local 620 have met and conferred and agreed to the attached Side Letter Agreement (Attachment B) which includes the agreement that:

- The PTSS classification will be placed in SEIU Local 620 Bargaining Unit 24.

- The County will allow the lateral transfer of existing Court Pretrial Services Officer (PTCO) staff to the County Pretrial Services Specialist (PTSS) positions provided they pass a current Probation Department background check.
- The salary ranges of the County PTSS classification will remain the same as the Court PTCO once the Court unit cash amount is incorporated in the hourly rate.
- Current Court staff who lateral to Probation will carry over any previously accrued sick leave or vacation balances at the time of their separation from the Courts and will not be required to wait 6 months to begin using or accruing vacation.
- The employees will serve a one-year probationary period in their new positions with the County.

The process for Court staff to request a lateral transfer and the Probation Department to conduct a background can take several months. The request to establish the classification and allocate the positions is a necessary first step to begin the process and will need to be expedited in order to be able to complete the transfer at mid-year.

Fiscal and Facilities Impacts:

The Pretrial Program is estimated to cost approximately \$1.2 million annually. It is funded through County General Fund and will require transferring existing funding from the Courts to Probation. The mid-year transfer of responsibility required an additional \$36,000 of General Fund which was approved during the FY 2019-20 Budget Hearings in June 2019. The Probation Department is working with the County Executive Office to prepare the budget revision to complete the transfer of funding and will return to the Board of Supervisors before the actual transfer occurs.

Staffing Impacts:

Legal Positions:

9.0

FTEs:

9.0

Special Instructions:

Please forward a copy of the signed resolution to Stefan Brewer in the Human Resources Department.

Attachments:

Attachment A: Resolution to establish the classification of Pre-Trial Services Specialist and Pretrial Services Specialist-EXH and add additional positions to the Probation Department

Attachment B: Side letter agreement between the County of Santa Barbara and Service Employees International Union, Local 620

Authored by:

Damon Fletcher, Administrative Deputy Director