

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	FC 10/25/2022 BC 11/1/2022
Subject:	LIT's to change a Probation Manager to Probation Asst Manager
Presenter:	D. Wheeler, Judge Stam and Carlee Nave (HR Manager)
Prepared By:	C. Garcia
Reviewed By:	BC Human Resources
PA Review, Approval to Form:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A (If no, include reasoning for no approval)
Type of Agenda Item:	Type of Action Needed: (Multiple boxes can be checked, if necessary)
<input type="checkbox"/> Consent Agenda <input type="checkbox"/> Public Hearing <input checked="" type="checkbox"/> Scheduled Business	<input type="checkbox"/> Discussion Only <input type="checkbox"/> Decision / Direction <input type="checkbox"/> Sign Letter / Document <input type="checkbox"/> Pass Motion <input checked="" type="checkbox"/> Pass Resolution <input type="checkbox"/> Pass Ordinance <input type="checkbox"/> Execute Contract

Summary / Background Information

Due to current department needs and to be more efficient, by collapsing the community supervision unit and the intervention unit into one unit. The Juvenile Court Administrator working with the Human Resource department, is requesting to change a vacant Probation Manager position to a Probation Assistant Manager. In the future, upon review of the department needs and staff qualifications, the Juvenile Court Administrator, may request to promote a Probation Assistant Manager to a Probation Manager with board approval given the line item is budgeted for a Probation Manager.

Fiscal Impact

No supplement required.

Recommendation

Recommend the Board of Benton County Commissioners and the Board of Franklin County Commissioners sign the Resolution and the LIT's to change position 51603 to a Probation Assistant Manager with the option to promote a Probation Assistant Manager to a Probation Manager with board approval.

Suggested Motion

I move to approve the Bi-county resolution changing position 51603 from a Probation Manager, bi-county non-bargaining grade 14, to a Probation Assistant Manager bi-county non-bargaining grade 11.

JOINT RESOLUTION

BENTON COUNTY RESOLUTION NO. _____

FRANKLIN COUNTY RESOLUTION NO. _____

BEFORE THE BOARDS OF THE COMMISSIONERS OF BENTON AND FRANKLIN
COUNTIES, WASHINGTON;

**IN THE MATTER OF CHANGING A VACANT PROBATION MANAGER POSITION TO
A PROBATION ASSISTANT MANAGER.**

WHEREAS, Benton Franklin Counties Juvenile Court has evaluated their current needs and requests to change a vacant Probation Manager position, bi-county non-bargaining grade 14, to a Probation Assistant Manager, bi-county non-bargaining grade 11, with the option to promote in the future with board approval.

WHEREAS, no additional funding will be requested for a Probation Manager position **NOW**,
THEREFORE

BE IT RESOLVED, position 51603, a vacant Probation Manager position, bi-county non-bargaining grade 14, will be changed to a Probation Assistant Manager, bi-county non-bargaining grade 11.

DATED this _____ day of _____ 2022
BENTON COUNTY BOARD OF COMMISSIONERS

DATED this _____ day of _____ 2022
FRANKLIN COUNTY BOARD OF COMMISSIONERS

Chair of the Board

Chair of the Board

Chair Pro Tem

Chair Pro Tem

Member

Constituting the Board of
County Commissioners,
Benton County, Washington

Attest:

Member

Constituting the Board of
County Commissioners,
Franklin County, Washington

Attest:

Clerk of the Board

Clerk of the Board

BENTON COUNTY BUDGET ADJUSTMENT

Dept Name:

Dept Nbr:

Fund Name:

Fund Nbr:

TRANSFER FROM: Dept.

TRANSFER TO: Dept.

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5271000	51603	Probation Manager	\$72,035	5271000	51603	Probation Assistant Manager	\$72,035
TOTAL			\$72,035	TOTAL			\$72,035

Explanation:

2021-2022 Budget: Changing a vacant Probation Manager position (Bi-County non-barg grade 14) to a Probation Assistant Manager (Bi-County Non-barg grade 11) with the option to change back with board approval when necessary. In looking at the departments current staffing needs, it would be more efficient to have a Probation Assistant Manager at this time.

Prepared by:

Date:

Approved ☐

Denied ☐

Date:

Chairman

Member

Member

BENTON COUNTY BUDGET ADJUSTMENT

Dept Name: Contract -Fee for Service

Dept Nbr: 173

Fund Name: Juvenile Center

Fund Nbr: 1150

TRANSFER FROM: Dept.

TRANSFER TO: Dept.

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5274000	51603	Probation Manager	\$3	5274000	51603	Probation Assistant Manager	\$3
TOTAL			\$3	TOTAL			\$3

Explanation:

2021-2022 Budget: Changing a vacant Probation Manager position (Bi-County non-barg grade 14) to a Probation Assistant Manager (Bi-County Non-barg grade 11) with the option to change back with board approval when necessary. In looking at the departments current staffing needs, it would be more efficient to have a Probation Assistant Manager at this time.

Prepared by: Crystal Garcia

Date: 10.12.2022

Approved ☐ Denied ☐

Date: _____

Chairman

Member

Member