

Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, April 1, 2015 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
President Wayne Caruthers
Vice President Betsey Nash, SPHR
Robert Bergman
William Tappan
Erwin Ohanessian

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**
The following draft minutes are submitted for approval:
 - a. February 25, 2015
4. **Specifications – New**
 - a. Capital Planning/Facilities Manager
 - b. Deputy Director- Planning and Building
5. **Specifications - Revised**
 - a. Supervising Planner
 - b. Juvenile Services Officer I,II, III
6. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
7. **Closed Session (per Government Code Section 54956.9) Re: Sanchez v. San Luis Obispo, Civil Service Commission - Pending Litigation**
8. **Closed Session to deliberate the # A14-01 Appeal.**

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, February 25, 2015 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Wayne Caruthers, President
Betsy Nash, SPHR, Vice President
Robert Bergman
William Tappan
Erwin Ohannesian

MINUTES

Present: President Caruthers, Vice President Nash, Commissioner Robert Bergman, Commissioner William Tappan, Commissioner Ohannesian

Staff: Commission Secretary Tami Douglas Schatz, Commission Clerk Heather Carey Gunderlock, Clerk-in-Training Lacey Gabriel

Counsel: Commission Counsel Nina Negranti

1. Call to Order/ Flag Salute/ Roll Call

President Caruthers called the meeting to order at 9:00 A.M. and led the flag salute.

2. Public Comment Period

President Caruthers asked for Public Comment. Being none, he closed the Public Comment period.

3. Minutes – January 28, 2015

President Caruthers asked for corrections or revisions to the January meeting minutes. The Clerk and Commissioners suggested corrections which the Clerk agreed to make. President Caruthers requested a motion to approve the minutes as amended. Commissioner Ohannesian made a motion to approve; Vice President Nash seconded the motion. Motion passed 5-0-0.

4. Specifications – New

a. Division Manager – Water Resources: Personnel Analyst Jamie Azarvand presented the new specification and introduced Mr. Mark Hutchinson Division Manager, Public Works and Mr. Wade Horton Director, Public Works. Ms. Azarvand explained the reason for the new specification. The Commissioners questioned Ms. Azarvand. President Caruthers asked if there was public comment; Ms. Azarvand indicated she had received an email from Theresa Schultz, SLOCEA indicating support for the new specification. President Caruthers asked for a motion to approve the new specification. Commissioner Bergman made the motion; Commissioner Ohannesian seconded the motion. The motion passed 5-0-0.

Civil Service Commission

5. Specifications – Revised

a. Correctional Technician: Personnel Analyst Megan Fisher presented the revised specification and introduced Chief Rob Reid. Ms. Fisher explained the reason for the revision; the Commission questioned Ms. Fisher and Chief Reid. President Caruthers asked if there was public comment; Ms. Fisher stated she had received an email from Theresa Schultz in support of the revised specification. President Caruthers requested a motion to approve the revised specification. Vice President Nash made the motion; Commissioner Ohannesian seconded the motion. The motion passed 5-0-0.

a. Mental Health Program Supervisor: Personnel Analyst Frank Stapleton presented the revised specification and introduced Anne Robin, Behavioral Health Administrator. Mr. Stapleton explained the reason for the revised specification. The Commission questioned Mr. Stapleton and Ms. Robin regarding the revised specification. President Caruthers asked if there was public comment. Being none, President Caruthers asked for a motion to approve the revised specification. Commissioner Tappan made the motion; Vice President Nash seconded. The motion passed 5-0-0.

6. Reports

- a. Commission President: No report.
- b. Commission Counsel: No report.
- c. Commission Secretary: Ms. Douglas Schatz reminded the Commission of the pending termination appeal. The Commission will meet on March 11, 12 and 17, 2015. She reported a need for additional hearing dates for a new termination appeal. The Commission offered availability. Ms. Douglas Schatz also introduced Personnel Analyst Chip Spence who recently joined the HR Department.

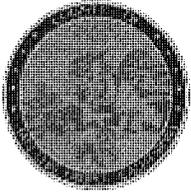
7. Closed Session (per Government Code 54956.9) Conference with Legal Counsel-Existing Litigation: Sanchez vs. County

No report.

8. Adjournment

President Caruthers adjourned the meeting at 9:45 a.m.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



Human Resources Department
SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,
Director

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110

- Telephone 805.781.5959
- Fax 805.781.1044
- Email HR@co.slo.ca.us

TO: Civil Service Commission
DATE: March 25, 2015
FROM: Mark McKibben, Personnel Analyst *Mark McKibben*
SUBJECT: New Specification: Capital Planning/Facilities Manager

RECOMMENDATION

It is recommended that the Commission approve the new classification specification of Capital Planning/Facilities Manager as submitted.

BACKGROUND

In August 2014, the County announced the dissolution of the General Services Agency (GSA). The Agency was formed in 2008 by merging the Information Technology Department with the existing General Services Department. The decision to dissolve GSA initiated the process of creating four independent County departments: County Airports, Parks & Recreation, Information Technology and General Services. The General Services Department has many areas of responsibility, including, Capital Projects, Construction Management, Fleet Management, Building & Facilities Management, Custodial Services, Real Property Services, and Administration.

BOARD OF SUPERVISORS APPROVAL

In September 2014, the Board of Supervisors approved the plan to formally establish the four independent departments noted above, and the respective Department Head positions. Human Resources has since completed the recruitment process for each of the new department head positions.

PREVIOUS CIVIL SERVICE ACTION

In November 2014 your Commission approved a new Deputy Director-General Services Department classification. The Capital Planning/Facilities Manager classification is a management level class that will report to the Deputy Director-General Services Department.

DISCUSSION

The Administrative Office, Human Resources and the interim General Services Director have been working to establish an organizational structure that provides the most efficient and effective delivery of services. The proposed classification is written to allow it to be allocated to multiple positions within the General Services Department (GSD), including managing the related areas of: Facility Planning and Programming, Capital Project Management, and Facilities Maintenance. Each incumbent will be responsible for specific program areas and provide support to county departments while supervising professional and technical level staff.

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The GSD is currently directing 70 capital projects with a total of \$90M in construction costs. Responsibilities include: project estimation, project planning, contract administration, project development and construction management. Historically, this work has been managed by staff with a background in Architecture. The new specification broadens the background to allow for experience in construction management and capital project management as well as Architecture.

Facilities maintenance responsibilities of the GSD include, custodial services, preventative maintenance, and corrective maintenance activities. This unit is responsible for providing services to 130 facilities with a combined 1.3 million square feet. Approximately 5,000 corrective maintenance work orders and 2,000 preventative work orders are received on an annual basis. This group is currently directed by a Building Maintenance Superintendent. At this time, it is not anticipated that this position will be immediately reclassified to the new specification.

The approval and allocation of this new classification will result in improved capital project and facilities management programs. In addition it will allow the GSD the flexibility to assign staff to multiple program areas, which creates additional career paths for County staff.

RESULTS

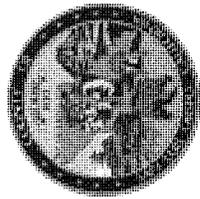
Following your approval of this new specification, HR staff will assist the GSD with a request to the Board of Supervisors' to allocate the classification to two positions within the Department. One will be a new allocation, the other will replace a vacant Architectural Supervisor position. A recruitment to fill the positions will begin shortly thereafter.

This classification represents one step in the phased implementation of a new organizational structure. The Administrative Office and Human Resources support the new classification as proposed.

Attachments:

General Services Department Organizational Chart

Capital Planning/Facilities Manager – draft class specification

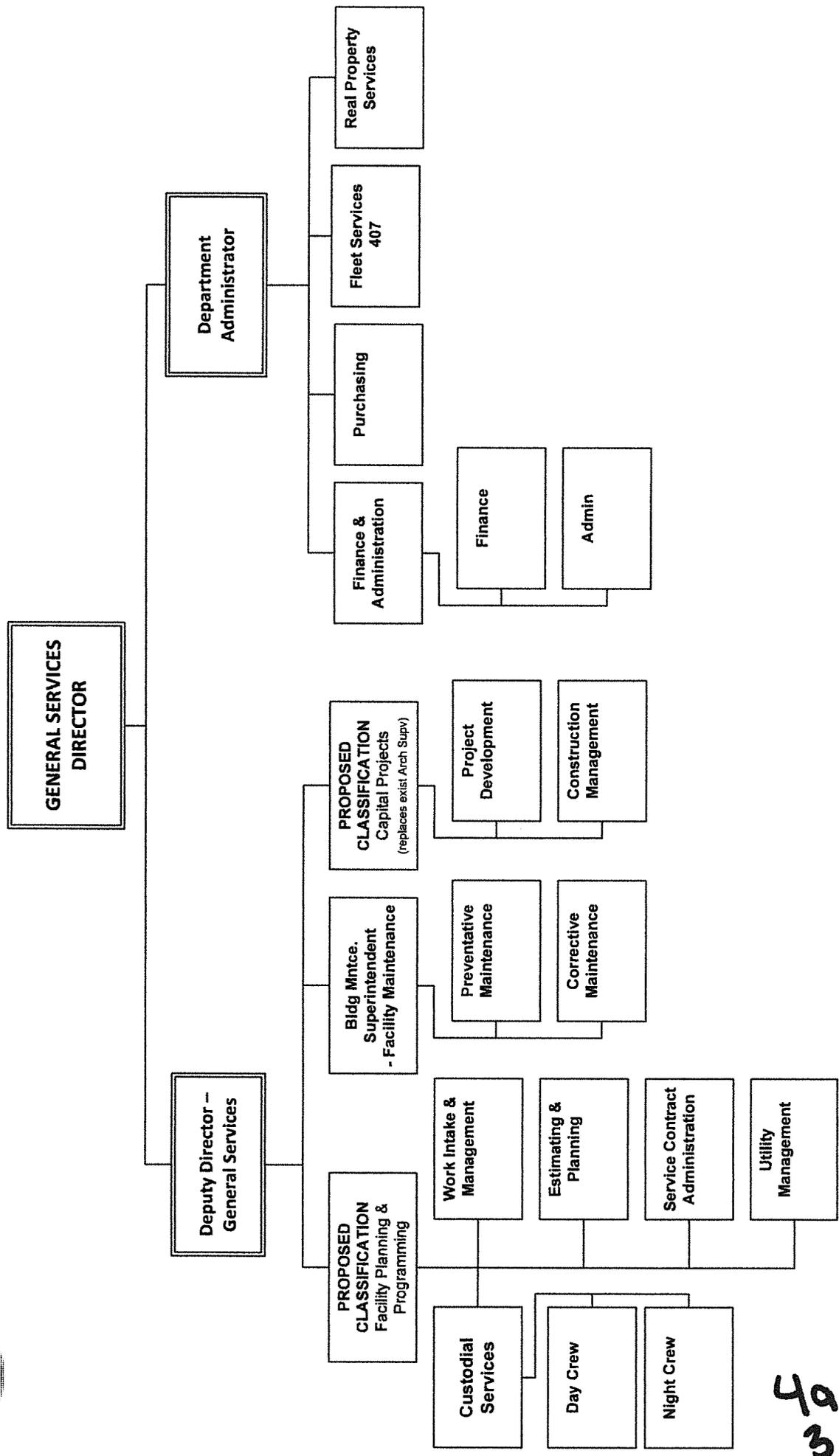


General Services

Organizational Chart
(Functional)

PROPOSAL

County of San Luis Obispo



3/9

= NEW

1 **SAN LUIS OBISPO COUNTY**
2 **HUMAN RESOURCES DEPARTMENT**

3

4 **CAPITAL PLANNING/FACILITIES MANAGER**

5

6 **DEFINITION:**

7 Under general direction of the Deputy Director of General Services, plans, organizes and directs
8 assigned program areas of the General Services Department, including: capital project
9 management, facility planning and programming, and facility maintenance; performs other
10 related duties as required.

11

12 **DISTINGUISHING CHARACTERISTICS:**

13 This position is distinguished from the higher level Deputy Director classification in that the latter
14 is responsible to the General Services Director for the overall project management and facility
15 maintenance operations of the Department, whereas this class is responsible for specific program
16 activities, including: capital project management, estimation and planning, contract
17 administration, project development, construction management, facility maintenance, custodial
18 services and energy management programs.

19

20 **REPRESENTATIVE DUTIES:**

21 (Not in order of importance)

- 22 • Plans, organizes and directs the activities of assigned program areas including, capital
23 projects, construction management and facility maintenance.
- 24 • Provides consultation to County departments, and outside agencies, related to capital
25 projects and facility maintenance programs.
- 26 • Monitors and evaluates progress of construction, maintenance, repair and renovation
27 projects.
- 28 • Develops project scope and inspects completed projects for compliance with specifications
29 and established contracts.
- 30 • Assists in determining the priority of maintenance and capital projects.
- 31 • Manages the consultant and contractor selections process.

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- 32 • Directs architectural, construction, project management and maintenance personnel, as
33 assigned.
- 34 • Ensures compliance with applicable regulatory requirements, such as California
35 Environmental Quality Act, American's with Disabilities Act and energy conservation.
- 36 • Implements safety programs and ensures employee compliance with all safety rules and
37 regulations; responds to hazard reports; investigates and reports accidents and injuries.
- 38 • Develops and implements policies, procedures and programs for areas of responsibility.
- 39 • Supervises, trains and evaluates assigned staff; interviews and selects employees;
40 recommends transfers, reassignments, and disciplinary actions; coordinates subordinate
41 staff work assignments; develops and implements training and employee development
42 activities.
- 43 • Prepares and administers the budget for assigned area; forecasts demands for staff,
44 materials and supplies.
- 45 • Reviews and prioritizes work requests for maintenance and capital projects.
- 46 • Prepares and presents reports and records as required by policy, ordinance and law.
- 47 • Attends and conducts a variety of meetings as assigned.
- 48 • Prepares and delivers oral and written presentations.
- 49 • Operates office equipment, a computer and project management/scheduling software as
50 required.
- 51 • Drives a vehicle to conduct work as assigned.
- 52 • May oversee the estimating, planning and construction the implementation of capital
53 projects.

54
55 **EMPLOYMENT STANDARDS:**

56 **Knowledge of:**

- 57 • Management principles and techniques in the planning, development and implementation
58 of construction and renovation projects
- 59 • Practices, laws and codes involved in the development, management and implementation
60 of capital projects
- 61 • Applicable building codes, ordinances, requirements, regulations and safety practices
- 62 • Practices and techniques of maintaining buildings and facilities
- 63 • Laws and regulations applicable to contract administration for a government agency

- 64 • Workplace safety rules, regulations and procedures
- 65 • General accounting, budget preparation and control and business functions
- 66 • Construction and service contract negotiations
- 67 • Principles and practices of management, administration, supervision and training
- 68 • Workplace safety rules, regulations and procedures

69

70 **Ability to:**

- 71 • Plan, organize and direct the activities in assigned areas of responsibility
- 72 • Direct the planning, construction, and fiscal functions involved in the development and
- 73 implementation of capital projects
- 74 • Supervise and evaluate the performance of assigned staff
- 75 • Interpret, apply and explain rules, regulations, policies and procedures
- 76 • Work independently, plan and organize work, meet schedules and timelines
- 77 • Negotiate contracts with outside consultants
- 78 • Conduct operations within established budget parameters
- 79 • Prepare a variety of narrative and statistical reports
- 80 • Foster a spirit of teamwork with staff, contractors and others
- 81 • Maintain safe and orderly work areas
- 82 • Communicate effectively both verbally and in writing
- 83 • Operate a computer and assigned office equipment

84

85

86 **EDUCATION AND EXPERIENCE:**

87 Graduation from an accredited four-year college or university with a bachelor's degree in
88 construction management, architecture, engineering or a related field. (Job-related experience
89 may substitute for the required education on a year-for-year basis.) In addition, four years of
90 increasingly responsible construction or building maintenance experience including project or
91 facilities management duties, two years of which must be in a supervisory position or lead
92 worker position.

93

94 **LICENSES/CERTIFICATES:**

95 A valid driver license is required at the time of application. A valid CALIFORNIA driver license is
96 required at the time of appointment and must be maintained throughout employment.
97 License as an Architect or Registered Engineer is preferred. Certification in capital project
98 management is also be preferred dependent on position assignment.

99

100 **OTHER CONDITIONS OF EMPLOYMENT:**

101 Employees must be willing and able to respond to after-normal workday or irregular and on-call
102 emergency requests on nights, weekends, and holidays.

103

104 **SPECIAL SUBCLASS RECRUITMENT**

105 Recruitments for this classification may be conducted according to the section or program in
106 which a vacancy exists. Specialized experience requirements of the position will be set forth at
107 the time of recruitment.

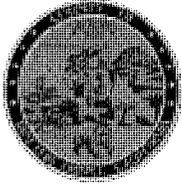
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109 This class specification generally describes the duties and responsibilities characteristic of the
110 position(s) within this class. The duties of a particular position within a multi-position class may
111 vary from the duties of other positions within the class. Accordingly, the essential functions of a
112 particular position (whether it be a multi-position class or a single-position class) will be identified
113 and used by medical examiners and hiring authorities in the selection process. If you have any
114 questions regarding the duties or the working conditions of the position, please contact the
115 Human Resources Department at (805) 781-5959.

116

117 Adopted: 00-00-00

118 BOS Approved: 00-00-00



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,

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- Telephone 805.781.5959
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- Email HR@co.slo.ca.us

TO: Civil Service Commission

DATE: March 25, 2015

FROM: Jamie Azarvand, Personnel Analyst

SUBJECT: New Class Specification: Deputy Director – Planning and Building

RECOMMENDATION:

It is recommended that the Commission approve the new class specification of Deputy Director – Planning and Building as proposed.

DISCUSSION:

The Planning and Building Department has been undergoing reorganization and workforce planning efforts to improve efficiency in the Department. Specifically, the Department has been focusing on two organizational areas – “Permitting” and “Policy and Programs.” Some of these reorganization efforts include:

- “Permitting” has consolidated the functions of the Current Planning, Environmental Review, and Building divisions. Grouping these functions reduces organizational and cultural silos between the planning and building divisions and helps move projects efficiently and effectively through the entitlement and building permit process.
- “Policy and Programs” is now a combination of Long Range Planning, Housing and Economic Development, Energy Programs, and Water Policy. These programs share a common mission to develop effective programs and acquire outside funds to create improvements in the communities the Department serves.

The Department recently assessed its current organizational structure and identified opportunities for improving Department efficiency. Historically, one Assistant Director has provided oversight to the entire Department. The Department wishes to distribute the duties of the previous Assistant Director position between two Deputy Director positions. Dividing the duties of an Assistant Director between two Deputy Directors serves to distribute expertise and experience in two broad Department functions rather than over the entire Department’s operation. As demonstrated in the attached organizational chart, one Deputy Director position will be responsible for Permitting duties and will oversee both planning and building functions, while the other Deputy Director position will oversee Policy and Programs which includes long range planning, policy analysis, budgets, and obtaining and administering grants.

Note that the Assistant Director position is currently vacant. Once the new classification is approved and the Position Allocation List amended by the Board of Supervisors, the Department will begin the

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recruitment process for the Deputy Director positions.

OTHER AGENCY INVOLVEMENT:

The Planning and Building Department has been involved in development of this specification and concurs with the specification as proposed. The County Administrative Office has reviewed and commented on the proposed classification specification.

Attachments:

Deputy Director – Planning and Building Class Specification
Planning and Building Organizational Charts

1 **HUMAN RESOURCES DEPARTMENT**
2 **San Luis Obispo County**

3
4
5 **DEPUTY DIRECTOR – PLANNING AND BUILDING**
6

7 **DEFINITION:**

8 Under direction, plans, organizes, controls and directs the operations, activities and services of
9 a major organizational segment of the Planning and Building Department; coordinates and
10 directs personnel, resources, projects and communications to meet County needs and assure
11 smooth and efficient organizational activities; supervises and evaluates the performance of
12 assigned personnel; and does other related work as required.
13

14 **REPRESENTATIVE DUTIES:**

15 (Not in order of importance)

- 16
- 17 • Plan, organize, control and direct the operations, activities, and services of a major
18 organizational segment of the Planning and Building Department such as administration,
19 permitting or policy and program services.
20
 - 21 • Supervise and evaluate the performance of assigned personnel; interview and select
22 employees; recommend transfers, reassignment, termination and disciplinary actions;
23 coordinate subordinate work assignments and review work to assure compliance with
24 established standards, requirements and procedures; assure employee understanding of
25 established requirements.
26
 - 27 • Maintain current knowledge of laws, codes, ordinances, regulations, and pending
28 legislation related to assigned functions and activities; modifies programs, functions, and
29 procedures to assure compliance with local, state, and federal requirements as
30 appropriate.
31
 - 32 • Monitor and analyze services, programs, activities and functions for financial
33 effectiveness and operational efficiency; respond to administrative input concerning
34 organizational needs; direct the development and implementation of policies, procedures

35 and programs to enhance the financial effectiveness and operational efficiency of
36 services, programs, activities and functions.

37

- 38 • Participate in the development, preparation and presentation of annual budgets for
39 assigned functions; analyze and review budgetary and financial data; control and
40 authorize expenditures in accordance with established limitations; provide
41 recommendations concerning fees, taxes, and assessments as requested.
- 42
- 43 • Communicate with administrators, personnel, outside organizations, and advisory
44 committees to exchange information, coordinate activities and programs, and resolve
45 issues or concerns; meet with elected officials, individually or as a governing board, to
46 review and discuss issues and recommendations in a clear and organized manner;
47 communicate with news media concerning division issues; attend and conduct a variety
48 of meetings that may include evening events and out-of-county locations as assigned.
- 49
- 50 • May act for the Director in his/her absence or as directed.

51

52 **EMPLOYMENT STANDARDS:**

53

54 **Knowledge of:**

55

- 56 • Planning, organization and direction of the operations, activities, and services of a major
57 organizational segment of a planning and/or building department
- 58
- 59 • Terminology, concepts, methods and procedures involved in the management of
60 planning or building functions
- 61
- 62 • Applicable local, State and Federal laws, codes, ordinances, regulations, policies and
63 procedures
- 64
- 65 • Principles and practices of administration, supervision and training

66

67 • Budget preparation and control

68

69 • Oral and written communication skills

70

71 • Interpersonal skills using tact, patience and courtesy

72

73 **Ability to:**

74

75 • Plan, organize, control and direct the operations, activities, and services of a major
76 organizational segment of the Planning and Building Department

77

78 • Supervise and evaluate the performance of assigned personnel

79

80 • Monitor, analyze and modify policies, procedures and programs to enhance the financial
81 effectiveness and operational efficiency of services, programs, activities and functions

82

83 • Provide consultation and technical expertise concerning the operations, activities, and
84 services of assigned organizational segment

85

86 • Communicate effectively both orally and in writing

87

88 • Interpret, apply and explain laws, codes, ordinances, regulations, policies and procedures

89

90 • Establish and maintain cooperative and effective working relationships with others

91

92 • Operate a computer, assigned software and office equipment

93

94 • Analyze situations accurately and adopt an effective course of action

95

96 • Direct the maintenance of a variety of reports, records and files related to assigned
97 activities

98

99 **EDUCATION AND EXPERIENCE:**

100 Graduation from an accredited four-year college or university with a bachelor's degree in urban
101 and regional planning, architecture, landscape architecture, geography, natural resources
102 management, environmental, physical or life science, engineering, architecture, or a closely
103 related field. (Experience may substitute for the required education on a year-for-year basis.) In
104 addition, six years of increasingly responsible experience in the development and
105 implementation of planning or building programs, projects and services, two of which need to
106 be in a supervisory position.

107

108 **LICENSES AND CERTIFICATES:**

109

110 A valid driver's license is required at the time of application. A valid CALIFORNIA Class "C"
111 driver's license is required at the time of appointment and must be maintained throughout
112 employment.

113

114 **WORKING CONDITIONS:**

115

116 Environment:

- 117 • Office environment
- 118 • Driving a vehicle to conduct work
- 119 • Travel/overnight stays

120 Physical Demands:

- 121 • Hearing and speaking to exchange information
- 122 • Dexterity of hands and fingers to operate a computer keyboard
- 123 • Seeing to read a variety of materials
- 124 • Sitting or standing for extended periods of time.

125 This class specification generally describes the duties and responsibilities characteristic of the
126 position(s) within this class. The duties of a particular position within a multi-position class
127 may vary from the duties of other positions within the class. Accordingly, the essential
128 functions of a particular position (whether it be a multi-position class or a single-position class)
129 will be identified and used by medical examiners and hiring authorities in the selection process.

130 If you have any questions regarding the duties or the working conditions of the position, please
131 contact the Human Resources Department at 805.781.5959.

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133 Adopted: 03-25-15

134 BOS Approved:

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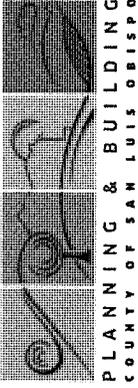
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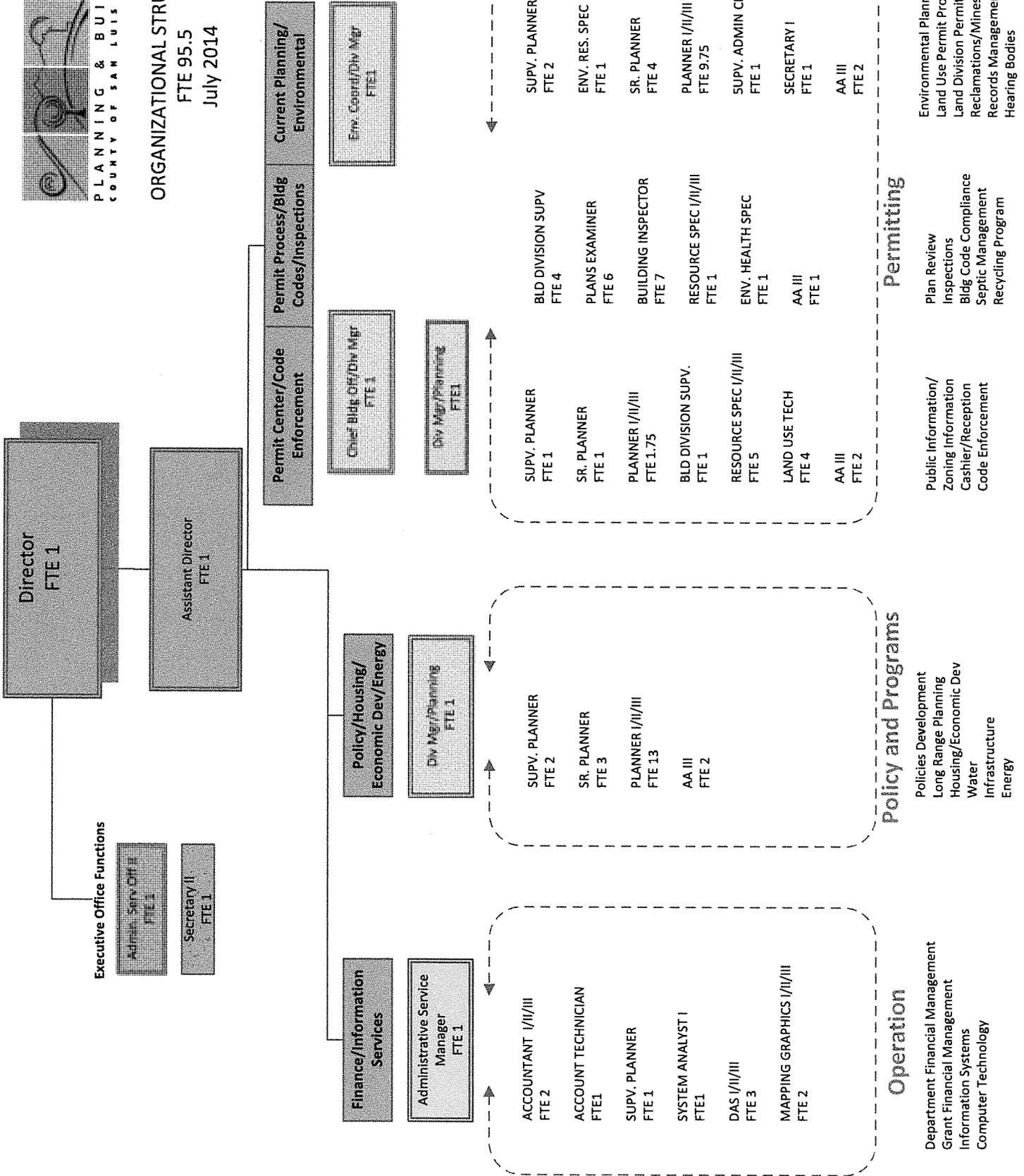
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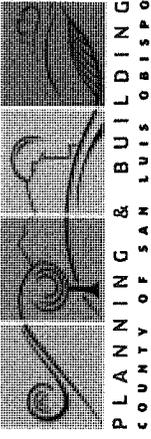
PLANNING & BUILDING
COUNTY OF SAN LUIS OBISPO

ORGANIZATIONAL STRUCTURE
FTE 95.5
July 2014



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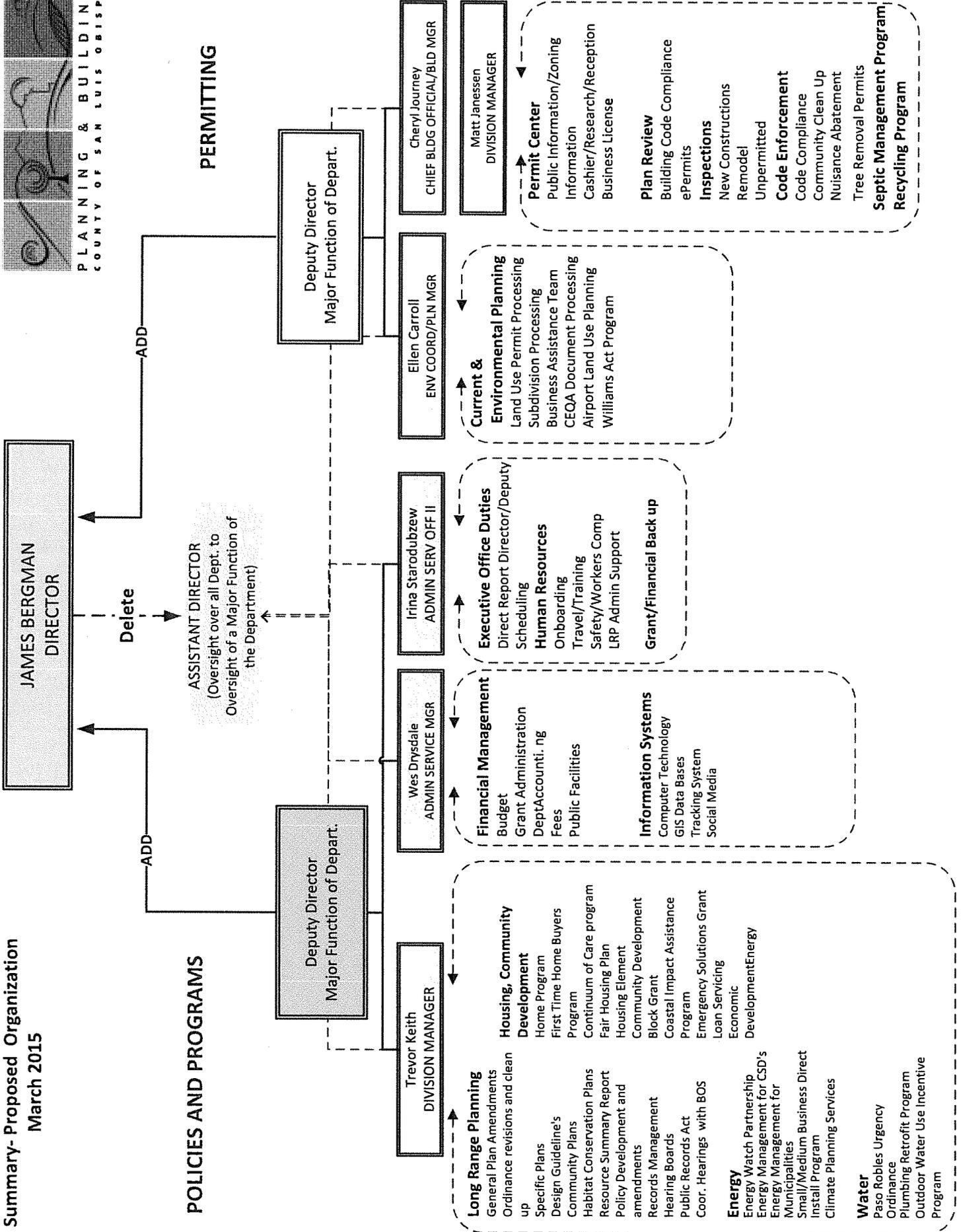
Summary-Proposed Organization
March 2015



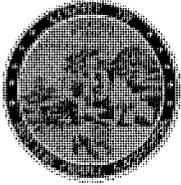
PLANNING & BUILDING
COUNTY OF SAN LUIS OBISPO

POLICIES AND PROGRAMS

PERMITTING



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Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110

- Telephone 805.781.5959
- Fax 805.781.1044
- Email HR@co.slo.ca.us

TO: Civil Service Commission

DATE: March 25, 2015

FROM: Jamie Azarvand, Personnel Analyst

SUBJECT: Revised Class Specification: Supervising Planner

RECOMMENDATION:

It is recommended that the Commission approve the revised Supervising Planner class specification as proposed.

DISCUSSION:

During the last few years, the Planning and Building Department has been developing and implementing organizational changes that will streamline operations in anticipation of future needs. These efforts include succession planning to address a wave of anticipated retirements. In 2012, the Board of Supervisors accepted a report from the Department detailing their organizational and workforce planning strategies. In support of the organizational changes, County Human Resources, along with the Planning and Building Department, has been conducting a broad review of class specifications used in the Department.

The Supervising Planner specification was last updated in 1999. In 2012, the Department updated the class specification for the Planner I,II,III and Sr. Planner. At the request of the Planning and Building Department, and in consideration of current and anticipated vacancies in the Supervising Planner classification, the Human Resources Department is proposing revisions to this class specification. The key substantive changes are as follows:

- 1) The representative duties, knowledge and skills sections have been updated to reflect the vital and characteristic duties and responsibilities of this classification as well as current industry standards. The proposed revisions provide a comprehensive list of representative duties and job functions, providing current and accurate information regarding the positions and associated responsibilities.
- 2) The minimum qualifications have been revised to require previous supervisory experience. Note that this class is the secondary level of supervision, the lower classification of Senior Planner being the first level of supervisory position.
- 3) As part of the ongoing Specification Update Program, formatting changes have been incorporated into the revisions. Additionally, some of the language in the representative duties and employment standards sections has been updated to reflect current Human Resources standards.

OTHER AGENCY INVOLVEMENT:

The Planning and Building Department has been involved in development of this specification and concurs with the specification as proposed. The County Administrative Office and Employee Association (SLOCEA) have reviewed and commented on the proposed changes.

Attachments:

- Supervising Planner Class Specification – Current Version
- Supervising Planner Class Specification – Strikeout Version
- Supervising Planner Class Specification – Final Version
- Planning and Building Organizational Chart

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SUPERVISING PLANNER

DEFINITION:

Under direction, performs and supervises a variety of tasks in support of programs assigned to the Department of Planning and Building including: community planning, development review, environmental review, energy and natural resources management, housing and economic development and other related work as required. Incumbents in this classification are responsible for planning, coordinating and supervising the work of staff in a section or other grouping of staff typically under the supervision of a Principal Planner. Incumbents are responsible for implementing policies determined by the Planning Director, and ensuring that quality standards are maintained. This classification reports directly to a Principal Planner and is responsible for the direct supervision of a subordinate staff and for coordination between sections and related administrative tasks.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Supervises the work of staff in a section or other grouping of staff in the department working in planning and environmental related activities
- Reviews and prepares staff reports, plans and other studies being submitted to the Zoning Administrator, Subdivision Review Board, Planning Commission, and Board of Supervisors
- Coordinates planning and environmental activities with other sections, units and divisions within the department, as well as with other departments and agencies
- Resolves difficult planning and environmental problems
- Supervises and prepares personnel evaluations for staff

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- 35 • Represents the department in public hearings and before community groups, boards and
36 advisory committees

37

38 **EMPLOYMENT STANDARDS:**

39

40 **Knowledge of:**

41

- 42 • Principles, practices and techniques pertinent to land use planning and environmental
43 review

44

- 45 • Local, state and federal laws and regulations and policies that relate to land use planning
46 and environmental review

47

- 48 • Leadership skills, technical report writing and public speaking skills

49

- 50 • Office procedures and policies

51

- 52 • Principles and techniques of supervision and training

53

- 54 • Basic public administration skills

55

- 56 • The application and use of computers and related software

57

58 **Ability to:**

59

- 60 • Direct, coordinate and implement major planning and environmental projects and
61 programs

62

- 63 • Supervise and direct the work of staff

64

- 65 • Make viable recommendations for establishing or revising department policies and
66 procedures

- 67 • Orient, train and evaluate staff
- 68
- 69 • Represent the department effectively before a variety of groups, commissions and during
- 70 public hearings
- 71
- 72 • Administer land use and environmental policies and regulations with good judgment,
- 73 firmness and impartiality
- 74
- 75 • Review project proposals in detail and advise applicants, administer and monitor contracts
- 76 for completion of work specified and expenditures
- 77
- 78 • Effectively use conflict resolution techniques
- 79
- 80 • Work independently
- 81
- 82 • Direct staff efforts in making productive use of computers and related software
- 83
- 84 • Establish and maintain effective working relationships

85

86 **EDUCATION/EXPERIENCE:**

87

88 Graduation from an accredited institution with a Bachelor's degree in urban and regional planning,

89 architecture, landscape architecture, geography, natural resources management, environmental,

90 physical or life science, or a closely related field. (Job related experience may be substituted for

91 the required education on a year-for-year basis.) In addition, four years of professional

92 experience in urban and regional planning or environmental review and analysis, one of which

93 shall have been in a supervisory or team leader capacity. (A Master's Degree or Bachelor's Degree

94 in two fields such as in planning and life science is desirable and may be substituted for one year

95 of non-supervisory professional experience.)

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SUPERVISING PLANNER

1 **LICENSE:**

2
3 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license
4 is required at the time of appointment and must be maintained throughout employment.
5

6 **SPECIAL SUBCLASS RECRUITMENT:**

7
8 Recruitment for Supervising Planner positions may be conducted according to the section or
9 program in which a vacancy exists. Specialized experience requirements, dependent upon the
10 needs of the Planning Department, will be set forth specifically at the time of recruitment.
11

12 This class specification generally describes the duties and responsibilities characteristic of the
13 position(s) within this class. The duties of a particular position within a multi-position class may
14 vary from the duties of other positions within the class. Accordingly, the essential duties of a
15 particular position (whether it be a multi-position class or a single-position class) will be identified
16 and used by medical examiners and hiring authorities in the selection process. This information
17 will also be made available for review at the time of any recruitment for that position and at such
18 other times as reasonably required.

19 Adopted: 1-23-91

20 Revised: 4-28-99

HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

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SUPERVISING PLANNER

DEFINITION:

Under direction, plans, assigns, reviews and supervises the work of assigned Planning and Building staff; performs a variety of tasks in support of programs assigned to the Department of Planning and Building including: public information, long range planning, current planning, environmental review, natural resources management, housing, economic and energy conservation, information services and other related work as required.

Incumbents in this classification are responsible for implementing Department policies, ensuring that quality standards are maintained; coordinating between sections; performing related administrative tasks; independently performing professional work in all areas and supervising as assigned.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Supervises, mentors and evaluates the performance of assigned staff; interviews and selects employees and recommends appointments, transfers, reassignments and disciplinary actions; establishes work schedules; assigns employee duties and reviews work to ensure accuracy, completeness and compliance with established standards, requirements and procedures; develops and implements training for subordinate staff on an ongoing basis
- Assists in the development of staff in technical areas, appropriate conduct and customer service, and the Departmental and County mission, vision, values, policies and procedures
- Performs and/or oversees a variety of the most complex technical tasks relative to the assigned area of responsibility which may include: land use planning and environmental review, including determination of compliance with local, state, and federal laws,

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regulations and policies

- Prepares and presents staff reports, plans and other studies on complex and controversial cases being submitted to the Administrative Hearing Officer, Subdivision Review Board, Planning Commission, and Board of Supervisors
- Conducts and facilitates group meetings to obtain input on policy development and planning decisions
- Participates in the development of program processes, process improvements, and desk manual policies and procedures
- May direct the development of new systems to be used in the planning process
- Recommends needed general plan, code and/or ordinance changes; prepares appropriate amendments and staff reports to take through the adoption process and assists in the development and implementation of those changes
- Mediates and resolves conflict with staff, public and other County departments and agencies consistent with Department and County values
- Acts as the initial arbitrator of disputes that arise during all phases of the planning process
- Coordinates planning and environmental review efforts with other sections, units and divisions within the Department, other County departments, and local, state and federal agencies
- Attends various conferences, workshops and training meetings
- Participates in the development, preparation and administration of the budget, submits budget recommendations and monitors expenditures
- May represent the Division Manager, Environmental Coordinator, Deputy Director or Director at various meetings, community groups, advisory committees, public hearings



69 and/or speaking engagements

70

71 • May act as the Administrative Hearing Officer at Planning Department hearings

72

73 • May act for the Division Manager, Environmental Coordinator, Deputy Director or Director
74 in his/her absence

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76 **EMPLOYMENT STANDARDS:**

77

78 **Knowledge of:**

79

80 • Principles and methods of employee supervision, leadership, training and evaluation

81

82 • Principles and practices of project management and administration procedures, including
83 personnel practices, budget preparation and work organization

84

85 • Interpersonal skills using tact, patience and courtesy

86

87 • Effective conflict resolution techniques

88

89 • Effective techniques of written and oral communication, including technical report writing
90 and public speaking skills

91

92 • Planning and Building Department office organization, procedures and standards as well
93 as strategic direction and goals

94

95 • Principles, practices and techniques pertinent to land use planning and environmental
96 review

97

98 • Local, state and federal laws and regulations and policies that relate to land use planning
99 and environmental review

100

101 • Site plans, architectural drawings, topographical maps, landscape plans, grading plans
102 and technical report review and resource evaluation

103 • Standard office procedures, practices and methods

104

105 **Ability to:**

106

107 • Communicate effectively, verbally and in writing

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109 • Supervise, train and evaluate the performance of assigned personnel in a fair and impartial
110 manner

111

112 • Prioritize work and meet critical deadlines, taking appropriate initiative to complete work

113

114 • Motivate staff to achieve high performance standards

115

116 • Review project proposals in detail and advise applicants

117

118 • Write and review staff reports, policies, ordinances and correspondence using correct
119 grammar, spelling and punctuation

120

121 • Foster a spirit of teamwork and support when interacting with staff and others

122

123 • Establish and maintain cooperative and effective working relationships with county, state
124 and federal officials, architects, engineers, contractors, planning representatives, the
125 general public and others contacted in the course of work

126

127 • Interact with the public, co-workers, and other agency staff tactfully and courteously and
128 display a professional demeanor in difficult or emotional situations

129 • Read, understand and interpret regulations and policies, compile and analyze relevant
130 information and draw valid conclusions to develop recommendations to resolve issues

131

132 • Use sound judgment in researching, interpreting, applying and explaining appropriate
133 laws, codes, ordinances, regulations, policies, procedures and guidelines

134

135 • Keep accurate records; prepare concise and effective reports, correspondence and other
136 materials

137

138 • Make concise and professional formal and informal presentations on technical material,

- 139 including public hearings and community meetings
- 140
- 141 • Use software and other automation related techniques for personal computers to
- 142 maximize staff efficiency
- 143
- 144 • Read, learn, interpret, apply and explain Departmental policies and procedures, rules,
- 145 laws, and technical information found in building codes and related regulations
- 146
- 147 • Direct, coordinate and implement major planning and environmental projects and
- 148 programs
- 149
- 150 • Administer land use and environmental policies and regulations with good judgment,
- 151 firmness and impartiality
- 152
- 153 • Administer and monitor contracts for completion of work specified and expenditures

154

155 **EDUCATION/EXPERIENCE:**

156

157 Graduation from an accredited institution with a Bachelor's degree in urban and regional planning,

158 architecture, landscape architecture, geography, natural resources management, environmental,

159 physical or life science, or a closely related field. (Job related experience may be substituted for

160 the required education on a year-for-year basis.) In addition, a minimum of four years of

161 professional experience in urban and regional planning or environmental review and analysis, at

162 least one of which shall have been in a supervisory capacity. (A Master's Degree or Bachelor's

163 Degree in two fields such as in planning and public administration or natural resources

164 management and housing, community development and energy conservation is desirable and

165 may be substituted for one year of non-supervisory professional experience.)

166

167 **LICENSE:**

168

169 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license

170 is required at the time of appointment and must be maintained throughout employment.

171

SUPERVISING PLANNER

1 **SPECIAL SUBCLASS RECRUITMENT:**

2
3 Recruitment for Supervising Planner positions may be conducted according to the section or
4 program in which a vacancy exists. Specialized experience requirements, dependent upon the
5 needs of the Planning Department, will be set forth specifically at the time of recruitment.

6
7 This class specification generally describes the duties and responsibilities characteristic of the
8 position(s) within this class. The duties of a particular position within a multi-position class may
9 vary from the duties of other positions within the class. Accordingly, the essential duties of a
10 particular position (whether it be a multi-position class or a single-position class) will be identified
11 and used by medical examiners and hiring authorities in the selection process. This information
12 will also be made available for review at the time of any recruitment for that position and at such
13 other times as reasonably required.

14
15 Adopted: 1-23-91
16 Revised: 4-28-99
17 Revised: 3-25-15
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HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

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SUPERVISING PLANNER

DEFINITION:

8 Under direction, plans, assigns, reviews and supervises the work of assigned Planning and
9 Building staff; performs a variety of tasks in support of programs assigned to the Department of
10 Planning and Building including: public information, long range planning, current planning,
11 community planning, development review, environmental review, energy and natural resources
12 management, housing, and economic development and energy conservation, information services
13 and other related work as required.

14

15 Incumbents in this classification are responsible for implementing Department policies, ensuring
16 that quality standards are maintained; coordinating between sections; performing related
17 administrative tasks; independently performing professional work in all areas and supervising as
18 assigned.

19 ~~planning, coordinating and supervising the work of staff in a section or other grouping of staff~~
20 ~~typically under the supervision of a Principal Planner. Incumbents are responsible for~~
21 ~~implementing policies determined by the Planning Director, and ensuring that quality standards~~
22 ~~are maintained. This classification reports directly to a Principal Planner and is responsible for the~~
23 ~~direct supervision of a subordinate staff and for coordination between sections and related~~
24 ~~administrative tasks.~~

25

REPRESENTATIVE DUTIES:

26 (Not in order of importance)

27

- 28 • Supervises, mentors and evaluates the performance of assigned staff; interviews and
29 selects employees and recommends appointments, transfers, reassignments and
30 disciplinary actions; establishes work schedules; assigns employee duties and reviews
31 work to ensure accuracy, completeness and compliance with established standards,
32 requirements and procedures; develops and implements training for subordinate staff on
33 an ongoing basis
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- Assists in the development of staff in technical areas, appropriate conduct and customer service, and the Departmental and County mission, vision, values, policies and procedures
- Performs and/or oversees a variety of the most complex technical tasks relative to the assigned area of responsibility which may include: land use planning and environmental review, including determination of compliance with local, state, and federal laws, regulations and policies ~~the work of staff in a section or other grouping of staff in the department working in planning and environmental related activities~~
-
- Reviews and prepares and presents staff reports, plans and other studies on complex and controversial cases being submitted to the Administrative Hearing Officer, Zoning Administrator, Subdivision Review Board, Planning Commission, and Board of Supervisors
- Conducts and facilitates group meetings to obtain input on policy development and planning decisions
- Participates in the development of program processes, process improvements, and desk manual policies and procedures
- May direct the development of new systems to be used in the planning process
- Recommends needed general plan, code and/or ordinance changes; prepares appropriate amendments and staff reports to take through the adoption process and assists in the development and implementation of those changes
- Mediates and resolves conflict with staff, public and other County departments and agencies consistent with Department and County values
- Acts as the initial arbitrator of disputes that arise during all phases of the planning process
- Coordinates planning and environmental activities ~~review efforts~~ with other sections, units

69 and divisions within the ~~department~~Department, as well as with other County
70 departments, and local, state and federal ~~and agencies~~

71

72 • Attends various conferences, workshops and training meetings

73

74 • Participates in the development, preparation and administration of the budget, submits
75 budget recommendations and monitors expenditures

76

77 • May represent the Division Manager, Environmental Coordinator, Deputy Director or
78 Director at various meetings, community groups, advisory committees, public hearings
79 and/or speaking engagements

80

81 • May act as the Administrative Hearing Officer at Planning Department hearings

82

83 • May act for the Division Manager, Environmental Coordinator, Deputy Director or Director
84 in his/her absence

85

86 • ~~Resolves difficult planning and environmental problems~~

87

88 • ~~Supervises and prepares personnel evaluations for staff~~

89

90 • ~~Represents the department in public hearings and before community groups, boards and~~
91 ~~advisory committees~~

92

93 **EMPLOYMENT STANDARDS:**

94

95 **Knowledge of:**

96

97 • Principles and methods of employee supervision, leadership, training and evaluation

98

99 • ~~and techniques of supervision and training~~

99

100 • Principles and practices of project management and administration procedures, including
101 personnel practices, budget preparation and work organization

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- Interpersonal skills using tact, patience and courtesy
- Effective conflict resolution techniques
- Effective techniques of written and oral communication, including ~~Leadership skills~~ technical report writing and public speaking skills
- Planning and Building Department office organization, procedures and standards as well as strategic direction and goals
- Principles, practices and techniques pertinent to land use planning and environmental review
- ~~—~~
- ~~—~~
- Local, state and federal laws and regulations and policies that relate to land use planning and environmental review
- Site plans, architectural drawings, topographical maps, landscape plans, grading plans and technical report review and resource evaluation
- ~~Leadership skills, technical report writing and public speaking skills~~
- Standard office procedures, practices and methods and policies
- ~~Basic public administration skills~~
- ~~The application and use of computers and related software~~

Ability to:

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137

- Communicate effectively, verbally and in writing

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- Supervise, train and evaluate the performance of assigned personnel in a fair and impartial manner and direct the work of staff

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- Prioritize work and meet critical deadlines, taking appropriate initiative to complete work

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- Motivate staff to achieve high performance standards

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- Review project proposals in detail and advise applicants

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- Write and review staff reports, policies, ordinances and correspondence using correct grammar, spelling and punctuation

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151

- Foster a spirit of teamwork and support when interacting with staff and others

152

153

- Establish and maintain cooperative and effective working relationships with county, state and federal officials, architects, engineers, contractors, planning representatives, the general public and others contacted in the course of work

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- Interact with the public, co-workers, and other agency staff tactfully and courteously and display a professional demeanor in difficult or emotional situations

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- Read, understand and interpret regulations and policies, compile and analyze relevant information and draw valid conclusions to develop recommendations to resolve issues

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- Use sound judgment in researching, interpreting, applying and explaining appropriate laws, codes, ordinances, regulations, policies, procedures and guidelines

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166

- Keep accurate records; prepare concise and effective reports, correspondence and other materials

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169

- Make concise and professional formal and informal presentations on technical material, including public hearings and community meetings

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171

- 172 • Use software and other automation related techniques for personal computers to
- 173 maximize staff efficiency
- 174
- 175 • Read, learn, interpret, apply and explain Departmental policies and procedures, rules,
- 176 laws, and technical information found in building codes and related regulations
- 177
- 178 • Direct, coordinate and implement major planning and environmental projects and
- 179 programs
- 180
- 181 • Administer land use and environmental policies and regulations with good judgment,
- 182 firmness and impartiality
- 183
- 184 • —
- 185 • Administer and monitor contracts for completion of work specified and expenditures
- 186
- 187
- 188 ~~Make viable recommendations for establishing or revising department policies and~~
- 189 ~~procedures~~
- 190 • ~~Orient, train and evaluate staff~~
- 191
- 192 • ~~Represent the department effectively before a variety of groups, commissions and during~~
- 193 ~~public hearings~~
- 194
- 195
- 196
- 197 • ~~Effectively use conflict resolution techniques~~
- 198
- 199 • ~~Work independently~~
- 200
- 201 • ~~Direct staff efforts in making productive use of computers and related software~~
- 202
- 203
- 204 • —

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207 **EDUCATION/EXPERIENCE:**

208

209 Graduation from an accredited institution with a Bachelor's degree in urban and regional planning,
 210 architecture, landscape architecture, geography, natural resources management, environmental,
 211 physical or life science, or a closely related field. (Job related experience may be substituted for
 212 the required education on a year-for-year basis.) In addition, a minimum of four years of
 213 professional experience in urban and regional planning or environmental review and analysis, at
 214 least one of which shall have been in a supervisory or team leader capacity. (A Master's Degree
 215 or Bachelor's Degree in two fields such as in planning and public administration or natural
 216 resources management and housing, community development and energy conservation and life
 217 science is desirable and may be substituted for one year of non-supervisory professional
 218 experience.)

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221

222 **LICENSE:**

223

224 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license
 225 is required at the time of appointment and must be maintained throughout employment.

226

227 **SPECIAL SUBCLASS RECRUITMENT:**

228

229 Recruitment for Supervising Planner positions may be conducted according to the section or
 230 program in which a vacancy exists. Specialized experience requirements, dependent upon the
 231 needs of the Planning Department, will be set forth specifically at the time of recruitment.

232

233 This class specification generally describes the duties and responsibilities characteristic of the
 234 position(s) within this class. The duties of a particular position within a multi-position class may
 235 vary from the duties of other positions within the class. Accordingly, the essential duties of a
 236 particular position (whether it be a multi-position class or a single-position class) will be identified

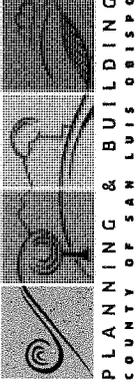
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SUPERVISING PLANNER

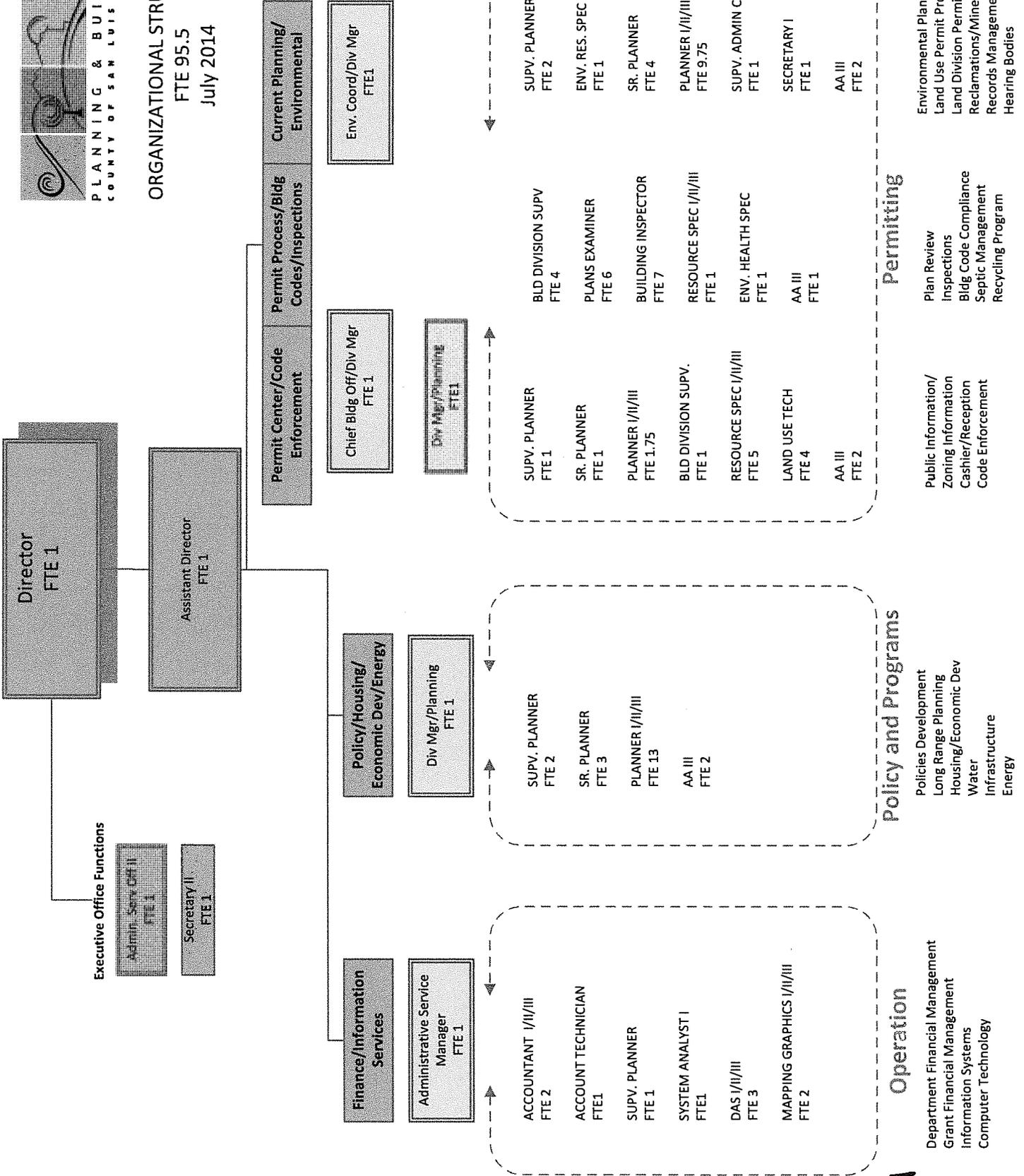
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3 other times as reasonably required.

4
5 Adopted: 1-23-91
6 Revised: 4-28-99
7 Revised: 3-25-15

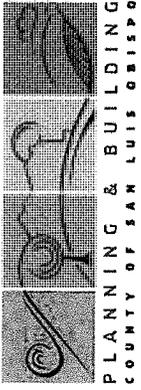
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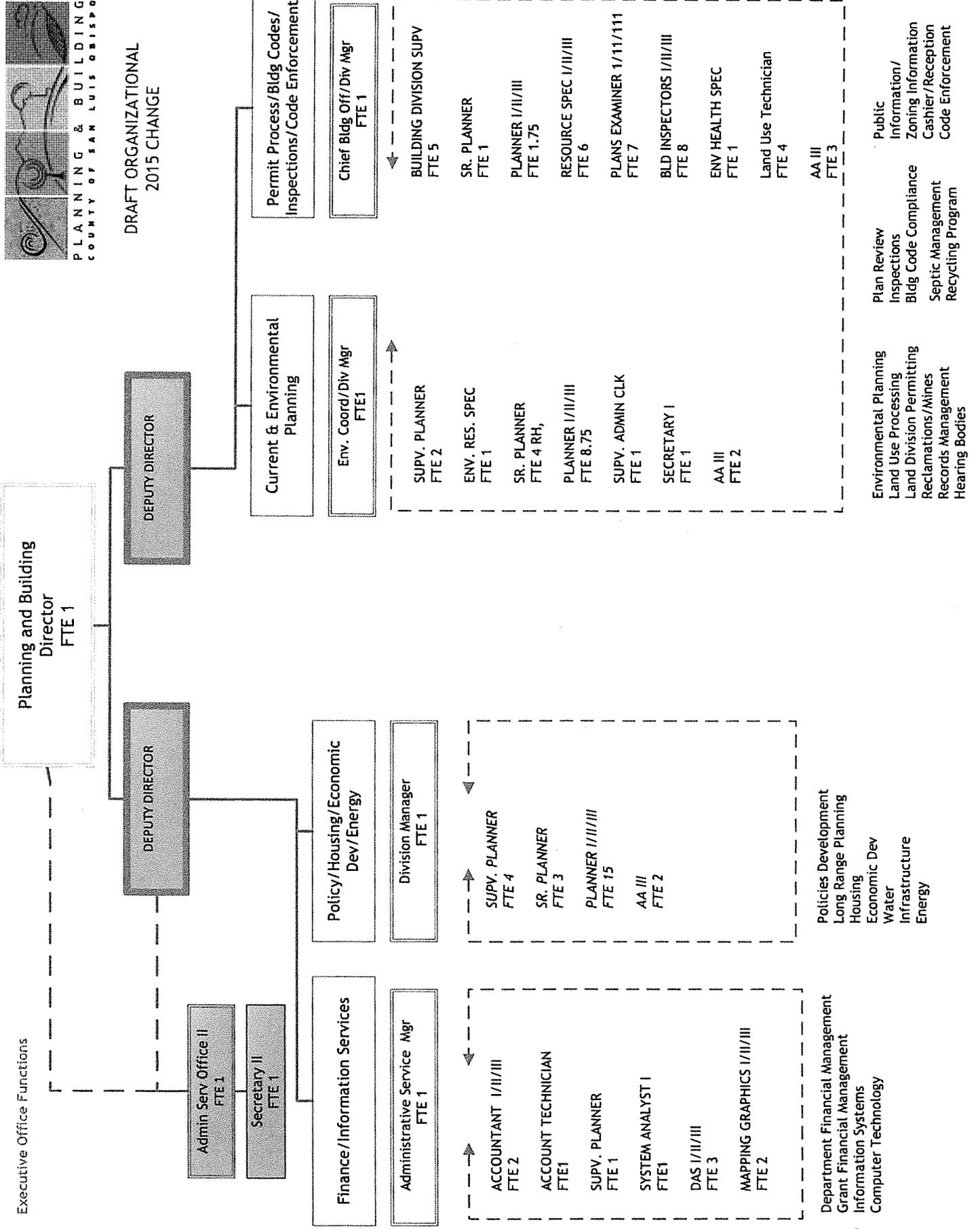
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 FTE 95.5
 July 2014



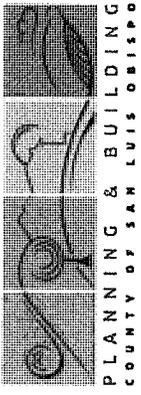
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DRAFT ORGANIZATIONAL
2015 CHANGE



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22



PLANNING & BUILDING
COUNTY OF SAN LUIS OBISPO

Current
FTE 97.5
Effective in 2015

Planning and Building
Director
FTE 1

Assistant Director
FTE 1

Executive Office Functions

Admin Serv Office II
FTE 1

Secretary II
FTE 1

Finance/Information Services

Administrative Service Mgr
FTE 1

- ACCOUNTANT I/II/III FTE 2
- ACCOUNT TECHNICIAN FTE 1
- SUPV. PLANNER FTE 1
- SYSTEM ANALYST I FTE 1
- DAS I/II/III FTE 3
- MAPPING GRAPHICS I/II/III FTE 2

Department Financial Management
Grant Financial Management
Information Systems
Computer Technology

Policy/Housing/Economic Dev/Energy

Division Manager
FTE 1

- SUPV. PLANNER FTE 4
- SR. PLANNER FTE 3
- PLANNER I/II/III FTE 15
- AA III FTE 2

Policies Development
Long Range Planning
Housing
Economic Dev
Water
Infrastructure
Energy

Current & Environmental Planning

Env. Coord/Div Mgr
FTE 1

- SUPV. PLANNER FTE 2
- ENV. RES. SPEC FTE 1
- SR. PLANNER FTE 4 RH,
- PLANNER I/II/III FTE 8.75
- SUPV. ADMIN CLK FTE 1
- SECRETARY I FTE 1
- AA III FTE 2

Environmental Planning
Land Use Processing
Land Division Permitting
Reclamations/Mines
Records Management
Hearing Bodies

Permit Process/Bldg Codes/Inspections/Code Enforcement

Chief Bldg Off/Div Mgr
FTE 1

- BUILDING DIVISION SUPV FTE 5
- SR. PLANNER FTE 1
- PLANNER I/II/III FTE 1.75
- RESOURCE SPEC I/II/III FTE 6
- PLANS EXAMINER 1/11/111 FTE 7
- BLD INSPECTORS I/II/III FTE 8
- ENV HEALTH SPEC FTE 1
- Land Use Technician FTE 4
- AA III FTE 3

Plan Review
Inspections
Bldg Code Compliance
Septic Management
Recycling Program

Public Information/
Zoning Information
Cashier/Recreation
Code Enforcement

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23



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,
Director

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110

- Telephone 805.781.5959
- Fax 805.781.1044
- Email HR@co.slo.ca.us

TO: Civil Service Commission

DATE: March 25, 2015

FROM: Megan Fisher, Personnel Analyst

SUBJECT: REVISED Specification: Juvenile Services Officer I, II, III

RECOMMENDATION

It is recommended that the Commission approve the revised Juvenile Services Officer class specification as proposed.

DISCUSSION

Effective July 1, 2015, the Probation Department will be re-organizing as portion of the duties currently being performed by Correctional Technician's at the Juvenile Hall. Specifically, the Juvenile Services Officers will now be responsible for staffing the Juvenile Hall Control Room, which is responsible for safety and security functions of the building including, but not limited to, facility key control, monitoring movement and activity of detainees through direct visual contact and/or audio/video monitoring systems, maintaining security of assigned areas, and securing and storing personal belongings of the detainees. Additionally, they will be responsible for after-hours phone response, monitoring person down alarms, and weapon/contraband control. As part of these responsibilities, Juvenile Services Officers will manage secure exits and entrances and assist with confirming the identify of visitors.

A revision to the representative duties for the Juvenile Services Officer career series is recommended to incorporate the new Control Room responsibilities. This change will not only aid us in ensuring we recruit and select the right candidates, but also ensures expectations are clear for existing employees.

Attached is the revised job class specification, as well as an organizational chart of the Probation Department.

The department and association have been involved in the development of this job class specification and concur with the specification as proposed.

Attachments:

Juvenile Services Officer I, II, III – track changes
Juvenile Service Officer I, II, III – final draft
Probation Department Organizational Chart

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JUVENILE SERVICES OFFICER I, II & III

DEFINITION:

Classes in this series, in a custody setting, provide for the temporary and safe supervision of juveniles who are accused of conduct subject to the jurisdiction of the court who require a restricted environment for their own, or the community's protection, while pending legal action; do other related work as required.

TYPICAL TASKS:

Supervise and counsel juveniles in custody in accordance with established procedures; organize and direct services which support the juvenile's physical, emotional and social development which include education, recreation, counseling, nutrition, hygiene, reading, visitation, transportation, communication, and continuous supervision; utilize force to ensure a safe environment, in accordance with established policy, including the use of physical, mechanical and chemical restraints; observe and report behavior; provide verbal de-escalation as necessary; book minors into custody in accordance with procedures; perform strip searches as necessary; collect specimens when required; transport minors.

DISTINGUISHING CHARACTERISTICS:

Juvenile Services Officer I: This is the entry level of this series. Incumbents, under close supervision, learn the principles and procedures of a juvenile custody setting and learn to supervise, control and guide juveniles in detention.

Juvenile Services Officer II: This is the first journeyman level of this series. Under general supervision, incumbents supervise, control, guide and counsel juveniles in detention. Incumbents work with more independence and are assigned the more difficult, complex tasks; may act as leadperson in the absence of a Juvenile Services Officer III.

Juvenile Services Officer III: This level is not part of the career series. Under general supervision, incumbents have responsibility for lead functions in the training, assigning and reviewing the work of subordinate staff assigned; supervise activities of juveniles in detention. This position reports to a Deputy Probation Officer III and assists in doing staff evaluations and progressive discipline as necessary.

EMPLOYMENT STANDARDS:

Knowledge of:

Juvenile Services Officer I: Interviewing, counseling, crisis intervention, institution safety and security methods and techniques; the Juvenile Justice system, developmental stages of minors and basic principles of applied psychology, including parenting skills and conflict resolution methods; cultural diversity among youths; effective report writing.

Juvenile Services Officer II: In addition to the above: effective communications skills; principles of effective supervision techniques; case management, court systems and law enforcement process relating to juveniles; the intake and release process of minors.

Juvenile Services Officer III: In addition to the above: effective supervision and training; applicable rules and regulations regarding juvenile detention; administration of prescribed medications.

Ability to:

Juvenile Services Officer I: understand and gain the cooperation of minors; learn the principles and practices of Juvenile Probation work; learn and apply State Laws, County Ordinances and other rules affecting juvenile probation and detention; enforce rules and regulations with developmentally and emotionally impaired adolescents; communicate effectively both verbally and in writing; establish and maintain effective working relationships; apply and teach parenting skills as necessary; read, understand and apply departmental policies and procedures.

Juvenile Services Officer II: In addition to the above: learn principles of effective supervision; enforce departmental policies and procedures; exercise good judgment and make sound decisions in a variety of conditions; act as leadperson in the absence of a supervisor.

Juvenile Services Officer III: In addition to the above: train, assign, prioritize and review the work of others; handle complex issues and apply effective course of action; administer prescribed medications when necessary, act as leadperson and supervise staff; work under stressful situations; establish and maintain effective working relationships with other employees and outside agencies.

EDUCATION/EXPERIENCE:

All levels: Completion of 60 semester units or 90 quarter units of college course work with a major in behavioral science, social science, child development, criminology or a related field. (Job related experience in dealing with a diverse population, family relationships, the development of youth and delinquency factors such as child abuse, attachment disorders, learning disabilities, developmental delays, substance abuse and truancy may be substituted for the required education on a year-for-year basis.)

In addition to the above:

Juvenile Services Officer I: No additional experience required.

Juvenile Services Officer II: One year experience in a juvenile detention facility equivalent to a level of Juvenile Services Officer I or higher, and completion of the Board of Corrections, Standards and Training for Corrections, Group Counselor CORE Academy Training.

Juvenile Services Officer III: One year experience as a Juvenile Services Officer II or equivalent, or one year experience as a Deputy Probation Officer I or equivalent with experience in a juvenile detention facility, and completion of the Board of Corrections, Standards and Training for Corrections, Group Counselor CORE Academy Training.

LICENSES:

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Must be able to work a variety of shifts including irregular hours, weekends and holidays.

Juvenile Services Officer I: Satisfactory completion of the Board of Correction, Standards and Training for Corrections, for Group and Counselor CORE Academy within (1) year of appointment.

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

Adopted: 7-24-96
Effective: 10-22-97

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San Luis Obispo County

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HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

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JUVENILE SERVICES OFFICER

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I, II, & III

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DEFINITION:

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Classes in this series, in a custody setting, provide for the temporary and safe supervision of juveniles who are accused of conduct subject to the jurisdiction of the court who require a restricted environment for their own, or the community's protection, while pending legal action; do other related work as required.

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DISTINGUISHING CHARACTERISTICS:

Juvenile Services Officer I: This is the entry level of this series. Incumbents, under close supervision, learn the principles and procedures of a juvenile custody setting and learn to supervise, control and guide juveniles in detention.

Juvenile Services Officer II: This is the first journeyman level of this series. Under general supervision, incumbents supervise, control, guide and counsel juveniles in detention. Incumbents work with more independence and are assigned the more difficult, complex tasks; may act as leadperson in the absence of a Juvenile Services Officer III.

Juvenile Services Officer III: This level is not part of the career series. Under general supervision, incumbents have responsibility for lead functions in the training, assigning and reviewing the work of subordinate staff assigned; supervise activities of juveniles in detention. This position reports to a Deputy Probation Officer III or Supervising Deputy Probation Officer and assists in doing staff evaluations and progressive discipline as necessary.

REPRESENTATIVE DUTIES:

(Not in order of importance)

TYPICAL TASKS:

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- 1 • Supervise and counsel juveniles in custody in accordance with established procedures;
- 2 • Organize and direct services which support the juvenile's physical, emotional and social
- 3 development which include education, recreation, counseling, nutrition, hygiene, reading,
- 4 visitation, transportation, communication, and continuous supervision;
- 5 • Utilize force to ensure a safe environment, in accordance with established policy, including the
- 6 use of physical, mechanical and chemical restraints;
- 7 • Observe and report behavior; and provide verbal de-escalation as necessary;
- 8 • Book minors into custody in accordance with procedures. Perform strip searches as
- 9 necessary;
- 10 • Collect specimens when required;
- 11 • transport minors.
- 12 • Confirm personal and criminal history information of detainees, and complete booking records;
- 13 • Operate computer systems and utilize law enforcement databases to access and record
- 14 information on previous arrests, outstanding warrants, court dates, and the status of detainees;
- 15 • Secure and store personal belongings of detainees and may receive and receipt money
- 16 collected from and/or deposited for detainees. Maintain accurate accounting of detainee's
- 17 funds and property;
- 18 Assist in maintaining the security of assigned areas, including monitoring the movement and
- 19 activity of detainees, staff and visitors through direct visual contact, and audio/video monitoring
- 20 systems. Manage secure exits and entrances and notifies appropriate personnel in emergency
- 21 situations;
- 22 • Respond to calls from the public
- 23 • Coordinates the safe movement of youth to and from Court

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25 **~~DISTINGUISHING CHARACTERISTICS:~~**

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27 ~~Juvenile Services Officer I: This is the entry level of this series. Incumbents, under close supervision,~~

28 ~~learn the principles and procedures of a juvenile custody setting and learn to supervise, control and guide~~

29 ~~juveniles in detention.~~

30

31 ~~Juvenile Services Officer II: This is the first journey person level of this series. Under general supervision,~~

32 ~~incumbents supervise, control, guide and counsel juveniles in detention. Incumbents work with more~~

33 ~~independence and are assigned the more difficult, complex tasks; may act as lead person in the absence~~

34 ~~of a Juvenile Services Officer III.~~

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~~Juvenile Services Officer III: This level is not part of the career series. Under general supervision, incumbents have responsibility for lead functions in the training, assigning and reviewing the work of subordinate staff assigned, supervise activities of juveniles in detention. This position reports to a Deputy Probation Officer III and assists in doing staff evaluations and progressive discipline as necessary.~~

EMPLOYMENT STANDARDS:

Knowledge of:

All Levels:

- ~~Interviewing, counseling, crisis intervention, institution safety and security methods and techniques;~~
- ~~The Juvenile Justice system, developmental stages of minors and basic principles of applied psychology, including parenting skills and conflict resolution methods;~~
- ~~Cultural diversity among youths;~~
- ~~Effective report writing;~~
- ~~Effective communications skills;~~

~~Juvenile Services Officer I: Interviewing, counseling, crisis intervention, institution safety and security methods and techniques; the Juvenile Justice system, developmental stages of minors and basic principles of applied psychology, including parenting skills and conflict resolution methods; cultural diversity among youths; effective report writing.~~

In addition, Juvenile Services Officer II; In addition to the above:

- ~~effective communications skills;~~
- ~~Principles of effective supervision techniques;~~
- ~~Case management, court systems and law enforcement process relating to juveniles;~~
- ~~Intake and release process of minors.~~

In addition, Juvenile Services Officer III; In addition to the above:

- ~~Effective supervision and training;~~
- ~~Applicable rules and regulations regarding juvenile detention;~~
- ~~Administration of prescribed medications.~~

Ability to:

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All Levels:

- ~~Juvenile Services Officer I: u~~Understand and gain the cooperation of minors; l
- ~~L~~earn the principles and practices of Juvenile Probation work;
- ~~L~~earn and apply State Laws, County Ordinances and other rules affecting juvenile probation and detention; e
- ~~E~~nforce rules and regulations with developmentally and emotionally impaired adolescents
- ~~C~~ommunicate effectively both verbally and in writing;
- ~~E~~stablish and maintain effective working relationships; a
- ~~Apply and teach parenting skills as necessary; r~~Read, understand and apply departmental policies and procedures
- ~~E~~xercise good judgment and make sound decisions in a variety of conditions, including stressful or crisis situations

In addition, Juvenile Services Officer II: ~~In addition to the above: l~~

- ~~L~~earn principles of effective supervision;
- ~~E~~nforce departmental policies and procedures; e
- ~~E~~xercise good judgment and make sound decisions in a variety of conditions; a ~~Act as leadperson in the absence of a supervisor:~~

In addition, Juvenile Services Officer III: ~~In addition to the above:~~

- ~~T~~rain, assign, prioritize and review the work of others;
- ~~H~~andle complex issues and apply effective course of action; a
- ~~A~~dminister prescribed medications when necessary; a ~~Act as leadperson and supervise staff;~~
- ~~w~~ork under stressful situations; e
- ~~E~~stablish and maintain effective working relationships with other employees and outside agencies;

EDUCATION/EXPERIENCE:

~~All levels:~~ Completion of 60 semester units or 90 quarter units of college course work with a major in behavioral science, social science, child development, criminology or a related field. (Job related experience in dealing with a diverse population, family relationships, the development of youth and delinquency factors such as child abuse, attachment disorders, learning disabilities, developmental delays, substance abuse and truancy may be substituted for the required education on a year-for-year basis.)

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In addition to the above:

Juvenile Services Officer I: No additional experience required.

Juvenile Services Officer II: One year experience in a juvenile detention facility equivalent to a level of Juvenile Services Officer I or higher, and completion of the Board of Corrections, Standards and Training for Corrections, Group Counselor CORE Academy Training.

Juvenile Services Officer III: One year experience as a Juvenile Services Officer II or equivalent, or one year experience as a Deputy Probation Officer I or equivalent with experience in a juvenile detention facility, and completion of the Board of Corrections, Standards and Training for Corrections, Group Counselor CORE Academy Training.

LICENSES:

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A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

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Must be able to work a variety of shifts including irregular hours, weekends and holidays.

Juvenile Services Officer I: Satisfactory completion of the Board of Correction, Standards and Training for Corrections, for Group and Counselor CORE Academy within (1) year of appointment.

PHYSICAL/PSYCHOLOGICAL EXAM:

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In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it

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1 be a multi-position class or a single-position class) will be identified and used by medical examiners and
2 hiring authorities in the selection process. This information will also be made available for review at the
3 time of any recruitment for that position and at such other times as reasonably required.

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5 Adopted: 7-24-96

6 Effective: 10-22-97

7 Revised: 03-25-15

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BOARD OF SUPERVISORS

CHIEF PROBATION OFFICER
JIM GALLO - 761-1039

San Luis Obispo County
Probation Department

502

SUPPORT SERVICES DIVISION
EDWARD LEISSNER
CHIEF DEPUTY
781-5310

ACCOUNTS PAYABLE
RECEIVABLE
ACCOUNTANT
BARBARA PHILIPSTER SR, AC
ACCOUNTS RECEIVABLE
LETICIA MAGALLON, AC
SHARLA RICHARDS, AC
REBECCA DRAKE, Temp AC

AUTOMATION
ROBERT CLARK
VACANT
DAS I

SUPERVISING
COLLECTION OFFICER
CYNTHIE STELL

COLLECTION OFFICERS
ADULT
SUNNY CHARLTON, COL OFFICER
ANGIE KASPRZAK, COL OFFICER
VANCE HERRICK, COL OFFICER
MARIA TRULLIO, COL OFFICER
JON WELLS, COL OFFICER
CLERICAL SUPPORT
BERNICE ANAZZI, AC
ERIKA FLORES, AC
MELISSA LUTHERN, AC

PERSONNEL and
ADULT FRONT DESK
HARRIS, AC
781-5310

FRONT DESK CLERICAL
SUPPORT (CASA LOMA)
MELISSA RODRIGUEZ,
A III
DOLORES MANU, A III
AMY KING, A III

PROFESSIONAL
STANDARDS
MIKE CORRAL, SPO
781-5309

TRAINING
DPO III
OLIVIA SERRER

ADULT DIVISION
ROBERT REYES,
CHIEF DEPUTY
788-2951

GEN FIELD/INT/PT/IG/ANG
SEAN YAKTIN, SPO
788-2150

FIELD TRAINING
OFFICER DPO III
CHRISTINE TROTT

GENERAL FIELD SUPERVISION
ROBERT NICHAS, DPO I
CONROY ROJAS, DPO I
ANNA EVANS, DPO II
JANAIKA ABROTTI, DPO I
ERIC DELORNE, DPO I
MARCOS TANK FORGE
TODD HENDERSON, DPO II
GANG TASK FORCE
JULIE ESTERSON, DPO II
GANG CASELOAD
CERICAL SUPPORT
JULIE ESTERSON, DPO II

ADULT TREATMENT COURTS
HEIDI HARJON, SPO
781-5334

ATCC
SHERRY HEATH, DPO II
ADULT DRUG COURT
LETICIA HERRERA, DPO II
BHTC
LAUREN KILLENBERGER
DPO II
PROP 36
LARRY SMITH, DPO II
CLERICAL SUPPORT
MARIA WOODWORTH, LC

PRECEDENT OFFENSES-
ENTRY
DENNIS JOHNSON, SPO
781-4665

LABOR OFFICER
VACANT
DPO III

SEX OFFENDER
DARBY LAMBERT, DPO II
OSCAR MARTINEZ, DPO II
JANINA JOHNSON, DPO II
TODD PARANORE, DPO II
CLERICAL SUPPORT
ROBIN WULCIETELL, LC

390 - 1065 Kansas Avenue, SLO
COLLECTIONS JUVENILE
MARTHA PATTERSON, COL OFFICER
EVELYN DAMM, AC

CHIEF'S EXEC ASST
VIRGINIA COLLIE
781-5370

ADULT INVESTIGATIONS
DAN WATICH, SPO
781-5320

COURT OFFICER
DPO III
DEAN COSSIN

INVESTIGATIONS
CAROLINA CERRA, DPO II
SARAH COLE, DPO II
GARY SWANSON, DPO I
CANDY SWANSON, DPO I
COLLEEN WHELAN, DPO II
GENERAL FIELD
SUPERVISION
ROSANNE
781-5303

GENERAL FIELD SUPERVISION
DENISE WYTHE, DPO I
GAIL TONY BELLO, DPO II
KYLE OWENS, DPO I
VACANT DPO
CLERICAL SUPPORT
LESLIE BECHTEL, LC

LIMITED SUPERVISION
ARVIDA MADRID, SPO
788-2115

LIMITED SUPERVISION
DAWN DAVES, PA
MARISSA ROMERO, PA
CLERICAL SUPPORT
ALAN HORN, LC

JUVENILE HALL SUPERINTENDENT
GARY JOBALON, SPO
781-5309

PROGRAM MANAGER
AMY GILMAN
781-1084

BUSINESS MANAGER
WENDY WHITE,
BUSINESS MANAGER
781-4074

JUVENILE HALL
JEREMAH MAJZMAN, SPO
781-5300
USA, 788-2150
LILLIAN SORHEM, SPO
788-2092

PRE-ADJUDICATION
SERVICES
MELISSA WOODS, DPO I
KERRISA ROOT, DPO I
DIVERSION
TRIAL DEBROSKER, DPO II
CLERICAL
ROSAL REYES, LC (1/2 time)

COURT OFFICER
TRAFFIC COURT
HEATHER LEAL, DPO III

JASOLIES
DOUG BOSSERREZ
JENNIFER HERRERA
MARIAM OLIVEROS
SETH PRICE
VACANT J80 III
ALEXANDRIA RAMIREZ
AMANDA BIRD
BRITNEY FRANKTON
DANIEL JOCKER
ENGINER SOTO
IAN WALTOR
JIMMY ALMAGUER
KATE MILLER
KEVAN CORIELA
MARCO SCHMIDT
MARILO LOZANO
MARK ALLEN
MARTIN CANO
MEGAN HOWARD
PETER FERROANTE
RICO ROSE
ROBERT FAWCETT
SAMANTHA WALDRON
TERRANCE BRIDGETT
HONEY SUPERVISION
MADRIEN FRANKLIN
JIM ANDERSON
WATSON GORDON
PATRICIA OLIVEROS
MEG SHERMAN

ADULT DRUG COURT
LETICIA HERRERA, DPO II
BHTC
LAUREN KILLENBERGER
DPO II
PROP 36
LARRY SMITH, DPO II
CLERICAL SUPPORT
MARIA WOODWORTH, LC

PRECEDENT OFFENSES-
ENTRY
DENNIS JOHNSON, SPO
781-4665

LABOR OFFICER
VACANT
DPO III

SEX OFFENDER
DARBY LAMBERT, DPO II
OSCAR MARTINEZ, DPO II
JANINA JOHNSON, DPO II
TODD PARANORE, DPO II
CLERICAL SUPPORT
ROBIN WULCIETELL, LC

LIMITED SUPERVISION
ARVIDA MADRID, SPO
788-2115

LIMITED SUPERVISION
DAWN DAVES, PA
MARISSA ROMERO, PA
CLERICAL SUPPORT
ALAN HORN, LC

PRE-ADJUDICATION
SERVICES
MELISSA WOODS, DPO I
KERRISA ROOT, DPO I
DIVERSION
TRIAL DEBROSKER, DPO II
CLERICAL
ROSAL REYES, LC (1/2 time)

COURT OFFICER
TRAFFIC COURT
HEATHER LEAL, DPO III

FIELD TRAINING
OFFICER DPO III
CHRISTINE TROTT

WARDEN
MELISSA WOODS, DPO I
INTENSIVE SUPERV No Co
DEVA TAMEZ, DPO II
NORTH COUNTY GANG
SOUTH COUNTY GANG
CHRISTINE TROTT, DPO II
JUVENILE DRUG COURT
MINI SUPERV
ANNE BARBER, DPO II

ADULT DRUG COURT
LETICIA HERRERA, DPO II
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LIMITED SUPERVISION
ARVIDA MADRID, SPO
788-2115

LIMITED SUPERVISION
DAWN DAVES, PA
MARISSA ROMERO, PA
CLERICAL SUPPORT
ALAN HORN, LC

PLACEMENT
SABRINA COITZ, DPO II
TYLER GIBSON, DPO II
EMERSON BARBER, DPO II
KATHRYN COOPER, PA
TRANG NGUYEN, DPO II
CHRISTINE TROTT, DPO II
CHARLES ALEXANDER, LC

FIELD SUPERVISION
KYLE JANCOLAS, SPO
781-4095

PLACEMENT
TOM MILLER, SPO
788-2115

ADULT DRUG COURT
LETICIA HERRERA, DPO II
BHTC
LAUREN KILLENBERGER
DPO II
PROP 36
LARRY SMITH, DPO II
CLERICAL SUPPORT
MARIA WOODWORTH, LC

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DPO III

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BHTC
LAUREN KILLENBERGER
DPO II
PROP 36
LARRY SMITH, DPO II
CLERICAL SUPPORT
MARIA WOODWORTH, LC

VACANT IZ FTI	0
VACANT FTI	9

FILED	VACANT	ALLOCATED
GPO	1	1
CHIEF DEPUTY	4	4
PRG MANAGER	1	1
ASH	1	1
SPO	14	14
DPO III	54	55
DPO III	6	7
JSO III	5	6
JSO III	23	23
PROB ASST	3	3
ACCOUNTANT	0	0
ACCT CLK	6	6
SR ACCT CLK	1	1
LEGAL CLERK	8.5	8.5
AA III	1	1
DAS	1	2
CORR TECH	2	5
SAC I	1	1
SAC II	2	2
COLL SUPERV	1	1
COLL OFFICER	7	7
	146.50	154.5
	+VACANT 8.0	

ADULT DRUG COURT
LETICIA HERRERA, DPO II
BHTC
LAUREN KILLENBERGER
DPO II
PROP 36
LARRY SMITH, DPO II
CLERICAL SUPPORT
MARIA WOODWORTH, LC

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HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

**JUVENILE SERVICES OFFICER
I, II, III**

DEFINITION:

Classes in this series, in a custody setting, provide for the temporary and safe supervision of juveniles who are accused of conduct subject to the jurisdiction of the court who require a restricted environment for their own, or the community's protection, while pending legal action; do other related work as required.

DISTINGUISHING CHARACTERISTICS:

Juvenile Services Officer I: This is the entry level of this series. Incumbents, under close supervision, learn the principles and procedures of a juvenile custody setting and learn to supervise, control and guide juveniles in detention.

Juvenile Services Officer II: This is the first journey person level of this series. Under general supervision, incumbents supervise, control, guide and counsel juveniles in detention. Incumbents work with more independence and are assigned the more difficult, complex tasks; may act as lead person in the absence of a Juvenile Services Officer III.

Juvenile Services Officer III: This level is not part of the career series. Under general supervision, incumbents have responsibility for lead functions in the training, assigning and reviewing the work of subordinate staff assigned; supervise activities of juveniles in detention. This position reports to a Deputy Probation Officer III or Supervising Deputy Probation Officer and assists in doing staff evaluations and progressive discipline as necessary.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Supervise and counsel juveniles in custody in accordance with established procedures;

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- Organize and direct services which support the juvenile's physical, emotional and social development which include education, recreation, counseling, nutrition, hygiene, reading, visitation, transportation, communication, and continuous supervision;
- Utilize force to ensure a safe environment, in accordance with established policy, including the use of physical, mechanical and chemical restraints;
- Observe and report behavior and provide verbal de-escalation as necessary;
- Book minors into custody in accordance with procedures. Perform strip searches as necessary;
- Collect specimens when required;
- Confirm personal and criminal history information of detainees, and complete booking records;
- Operate computer systems and utilize law enforcement databases to access and record information on previous arrests, outstanding warrants, court dates, and the status of detainees;
- Secure and store personal belongings of detainees and may receive and receipt money collected from and/or deposited for detainees. Maintain accurate accounting of detainee's funds and property;
- Assist in maintaining the security of assigned areas, including monitoring the movement and activity of detainees, staff and visitors through direct visual contact, and audio/video monitoring systems. Manage secure exits and entrances and notifies appropriate personnel in emergency situations;
- Respond to calls from the public;
- Coordinate the safe movement of youth to and from Court

EMPLOYMENT STANDARDS:

Knowledge of:

All Levels:

- Interviewing, counseling, crisis intervention, institution safety and security methods and techniques;
- The Juvenile Justice system, developmental stages of minors and basic principles of applied psychology, including parenting skills and conflict resolution methods;
- Cultural diversity among youths;
- Effective report writing;
- Effective communications skills;

1 **In addition, Juvenile Services Officer II:**

- 2 • Principles of effective supervision techniques
- 3 • Case management, court systems and law enforcement process relating to juveniles
- 4 • Intake and release process of minors.

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6 **In addition, Juvenile Services Officer III:**

- 7 • Effective supervision and training
- 8 • Applicable rules and regulations regarding juvenile detention

9
10 **Ability to:**

11
12 **All Levels:**

- 13 • Understand and gain the cooperation of minors
- 14 • Learn the principles and practices of Juvenile Probation work
- 15 • Learn and apply State Laws, County Ordinances and other rules affecting juvenile probation and
- 16 detention
- 17 • Enforce rules and regulations with developmentally and emotionally impaired adolescents
- 18 • Communicate effectively both verbally and in writing
- 19 • Establish and maintain effective working relationships
- 20 • Read, understand and apply departmental policies and procedures
- 21 • Exercise good judgment and make sound decisions in a variety of conditions, including stressful
- 22 or crisis situations

23
24 **In addition, Juvenile Services Officer II:**

- 25 • Learn principles of effective supervision
- 26 • Enforce departmental policies and procedures
- 27 • Act as leadperson in the absence of a supervisor

28
29 **In addition, Juvenile Services Officer III:**

- 30 • Train, assign, prioritize and review the work of others
- 31 • Handle complex issues and apply effective course of action
- 32 • Act as leadperson and supervise staff
- 33 • Establish and maintain effective working relationships with other employees and outside agencies

34
35 **EDUCATION/EXPERIENCE:**

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13

1 All levels: Completion of 60 semester units or 90 quarter units of college course work with a major in
2 behavioral science, social science, child development, criminology or a related field. (Job related
3 experience in dealing with a diverse population, family relationships, the development of youth and
4 delinquency factors such as child abuse, attachment disorders, learning disabilities, developmental
5 delays, substance abuse and truancy may be substituted for the required education on a year-for-year
6 basis.)

7
8 In addition to the above:

9
10 Juvenile Services Officer I: No additional experience required.

11
12 Juvenile Services Officer II: One year experience in a juvenile detention facility equivalent to a level of
13 Juvenile Services Officer I or higher, and completion of the Board of Corrections, Standards and Training
14 for Corrections, Group Counselor CORE Academy Training.

15
16 Juvenile Services Officer III: One year experience as a Juvenile Services Officer II or equivalent, or one
17 year experience as a Deputy Probation Officer I or equivalent with experience in a juvenile detention
18 facility, and completion of the Board of Corrections, Standards and Training for Corrections, Group
19 Counselor CORE Academy Training.

20
21 **LICENSES:**

22
23 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is
24 required at the time of appointment and must be maintained throughout employment.

25
26 **OTHER CONDITIONS OF EMPLOYMENT:**

27
28 Must be able to work a variety of shifts including irregular hours, weekends and holidays.

29
30 Juvenile Services Officer I: Satisfactory completion of the Board of Correction, Standards and Training
31 for Corrections, for Group and Counselor CORE Academy within (1) year of appointment.

32
33 **PHYSICAL/PSYCHOLOGICAL EXAM:**

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14

1 In accordance with Government Code Section 1031, candidate's physical, emotional and mental health
2 will be evaluated and must be free from any condition which might adversely affect the exercise of the
3 powers of a peace officer or performance of the duties of this position.

4
5 This class specification generally describes the duties and responsibilities characteristic of the position(s)
6 within this class. The duties of a particular position within a multi-position class may vary from the duties
7 of other positions within the class. Accordingly, the essential duties of a particular position (whether it
8 be a multi-position class or a single-position class) will be identified and used by medical examiners and
9 hiring authorities in the selection process. This information will also be made available for review at the
10 time of any recruitment for that position and at such other times as reasonably required.

11
12 Adopted: 7-24-96
13 Effective: 10-22-97
14 Revised: 03-25-15

DRAFT

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