

**Carson City  
Agenda Report**

**Date Submitted:** May 22, 2015

**Agenda Date Requested:** June 4, 2015

**Time Requested:** 15 Minutes

**To:** Mayor and Supervisors

**From:** Juvenile Services Department

**Subject Title:** For possible action: To approve the reclassification of the Youth Program Coordinator (Courts Grade T3) position to a Juvenile Probation Officer (Courts Grade P1) position.

**Staff Summary:** The person who held the Youth Program Coordinator position recently resigned and the position is currently vacant. In July, 2010 a Juvenile Probation Officer position was eliminated within the department. The effect of losing the position was an increase of caseload youth of approximately 15% per officer, which directly affected the department's ability to provide supervision, programming and services to clients. The Board is being asked to reclassify the Youth Program Coordinator position into a Juvenile Probation Officer position, which will give the department the versatility needed to reduce caseloads, while improving supervision, programming and services. The essential duties of the Youth Program Coordinator will be reassigned to the Juvenile Probation Officers and clerical staff.

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other (specify)

**Does this Action Require a Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to approve the reclassification of the Youth Program Coordinator (Courts Grade T3) position to a Juvenile Probation Officer (Courts Grade P1) position.

**Explanation for Recommended Board Action:** The Juvenile Services Department has a far greater need for a Juvenile Probation Officer position than a Youth Program Coordinator position in performing the essential duties of the department. The Youth Program Coordinator duties can be reassigned to the Juvenile Probation Officer's and clerical team, without concern that those duties fall outside the scope of their job description. The essential duties of a Juvenile Probation Officer cannot be fulfilled by a Youth Program Coordinator.

**Applicable Statute, Code, Policy, Rule or Regulation:**

**Fiscal Impact:** Comparing the salary and benefit package of both positions when topped out; the Juvenile Probation Officer position will cost approximately \$21,700 more.

**Explanation of Impact:** The Youth Program Coordinator position was budgeted at \$98,042 for fiscal year 16. A Juvenile Probation Officer starting on July 1, 2015 at entry level would make

\$95,371 (benefits included). That equates to a savings of \$2,671 for fiscal year 16. There will be additional salary savings for fiscal year 16 due to a July 1, hire date not being feasible.

**Supporting Material:**

- 1) Youth Program Coordinator job description
- 2) Juvenile Probation Officer job description
- 3) Cost Analysis Fiscal 2016

**Prepared By:** Ben Bianchi, Chief Juvenile Probation Officer

**Reviewed By:** Ben Bianchi Date: 5/26/15  
(Department Director)  
Lish Manno Date: 5/26/15  
(City Manager)  
Dana Paros Date: 5/26/15  
(Finance Director)  
[Signature] Date: 5/26/15  
(District Attorney)

**Board Action Taken:**

Motion(s): \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nays  
2) \_\_\_\_\_ \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Youth Programs Coordinator	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Juvenile Probation	<b>GRADE:</b>	T3
<b>REPORTS TO:</b>	Chief Juvenile Probation Officer	<b>DATE:</b>	July 2, 2014

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### **SUMMARY OF JOB PURPOSE:**

Under general supervision, responsible oversight and development of youth programs for the department; supervises community service programs and misdemeanor and status offender programs.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Develop, implement and supervise department youth programs; screen and evaluate youth for appropriateness of participation; develop and maintain relationships with community agencies, schools and legal representatives.
- Supervise community service program; purchase needed supplies; maintain safe environment; complete and maintain records of activities.
- Meet with juvenile offenders and families to discuss misdemeanor and/or status offense crime(s); identify problems; intervene; implement disciplinary measures as necessary.
- Assist Juvenile Probation Officers with home visits, drug testing, transports and court related duties as required.
- Facilitate youth groups; organize and plan youth field trips; supervise and counsel youth; participate in specialized youth-at-risk programs.
- Represent the City on community boards, committees and task force meetings.
- Supervises and coordinates activities of assigned volunteer and contractor staff.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Prepares reports, correspondence and a variety of written materials; prepares and maintains accurate records and documentation of activities.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

## **JOB DESCRIPTION**

## **Youth Programs Coordinator**

### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Education and Experience:**

Equivalent to Associate's degree in criminal justice, psychology, social work, or a closely related field; AND three (3) years of youth counseling or juvenile corrections experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Nevada driver's license.

### **Required Knowledge and Skills**

#### **Knowledge of:**

- Concepts, principles and procedures of education program development and administration.
- Principles and practices of youth training and development.
- Applicable laws, rules and regulations.
- Best and current practices in the fields of prevention education and law enforcement.
- Data sampling and statistical analysis techniques.
- Computer applications related to the work
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

#### **Skill in:**

- Development, implementation, presentation and administration of prevention programs.
- Carrying assigned analytical projects through, from data gathering to completion.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Making effective oral presentations to large and small groups.
- Preparing clear and concise reports, correspondence and other written materials.
- Interpreting, applying and explaining complex federal, state and local laws, ordinances and regulations.
- Using initiative and independent judgment within established guidelines.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide services in the most cost effective and efficient manner.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

## **JOB DESCRIPTION**

## **Youth Programs Coordinator**

### **SUPERVISION RECEIVED AND EXERCISED:**

*Under General Supervision* - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

**JOB DESCRIPTION**

**Youth Programs Coordinator**

**CONDITIONS OF EMPLOYMENT:**

1. All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason. Probationary periods may be extended three (3) months by mutual agreement.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
4. Employees may be required to complete Incident Command System training as a condition of continuing employment.
5. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$53.50 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.
6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**“Carson City is an Equal Opportunity Employer”**

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Juvenile Probation Officer	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Juvenile Probation	<b>GRADE:</b>	P1
<b>REPORTS TO:</b>	Deputy Chief, Juvenile Probation	<b>DATE:</b>	July 2, 2014

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### **SUMMARY OF JOB PURPOSE:**

Under general supervision, responsible for monitoring and supervising juvenile probationers and for enforcing adherence to the court ordered conditions of probation.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Provides direct field supervision of juvenile offenders including home and school visits, weapons and contraband searches and drug testing; supervises the welfare and conduct of juveniles on probation.
- Enforces adherence to court ordered conditions of probation; investigates and processes probation violations and makes recommendations regarding revocation of probation; arrests, detains and transports probationers who have violated court orders.
- Reviews, investigates and provides recommendations on disposition of juvenile cases to the Court.
- Implements and coordinates correctional and rehabilitation programs for juveniles (ages 8-21) to include: counseling, behavior monitoring and short-term out-of-home placements.
- Organizes, implements and facilitates groups that focus on the re-direction of at-risk youth in the community.
- Counsels and advises probationers and their families regarding pertinent personal, social, educational, financial, vocational and health matters.
- Compiles, investigates, verifies and presents reports on personal, social, educational, financial, vocational, health and/or prior criminal history of probationers; writes and presents reports to various courts, officials and agencies; develops and presents recommendations for case disposition or violation of probation.
- Arrests youth as required; provides Miranda warnings; performs a variety of booking and intake duties and makes determinations about formally processing cases through the court system and about requiring secured detention prior to a court hearing.
- Conducts home assessments, interviews and advises parents, develops and implements a treatment plan for juvenile offenders.
- Teaches and models social skills; applies behavior modification techniques.
- Identifies and develops community resources and support programs; maintains communication and liaison with law enforcement, court, social service and community resource personnel and agencies.

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**ESSENTIAL FUNCTIONS:**

- Maintains a variety of records and case files; writes reports, statements, legal documents, correspondence and other written materials.
- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Uses a variety of standard office equipment, including a computer, in the course of the work; drives a personal or City motor vehicle.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Education and Experience:**

Bachelor's Degree in Criminal Justice, Psychology, Sociology, Education or a closely related field; AND one (1) year of probation, protective service or similar social service casework experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Nevada Driver's License.
- Nevada POST certification.
- CPR certification within six (6) months of date of hire.

**Required Knowledge and Skills****Knowledge of:**

- Principles, practices and techniques practices of juvenile probation service provision.
- Rules, regulations and procedures related to the juvenile probation process.
- Crisis intervention and counseling techniques, methods and practices..
- Community resources and programs available to clients with identified needs.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be strained.
- Methods of restraint and safety practices related to the work.



**Required Knowledge and Skills**

## Skill in:

- Observing, interpreting and accurately recording behavioral events; Interpreting, applying and explaining complex laws, codes, regulations and procedures.
- Managing assigned cases.
- Assessing cases appropriately and utilizing the most appropriate community and welfare resources to provide effective client services.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Basic mathematical skills.
- Speaking English effectively to communicate in person or over the telephone.
- Taking sound independent action in emergency or crisis situations.

**SUPERVISION RECEIVED AND EXERCISED:**

***Under Direction*** - Assignments and objectives are presented to incumbents at this level and established work processes are to be followed. Incumbents have some flexibility in the selection of work methods, the timing of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by employee and/or when important problems, significant changes from past procedures, and policy implications are involved.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; wear a bullet-proof vest; occasionally lift and carry up to 100 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and adverse weather conditions when performing required duties. May be exposed to hazardous chemicals, drugs, bodily fluids, infectious and communicable diseases during performance of duties.

**JOB DESCRIPTION**

**Juvenile Probation Officer**

**CONDITIONS OF EMPLOYMENT:**

1. *This classification is considered "at-will" and as such, the employee may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *Employment is contingent upon passing the background and the drug/alcohol screen as outlined in Nevada Revised Statutes (289.510) and Nevada Administrator Code (289.110).*
6. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$53.50 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.*
7. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).*

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**"Carson City is an Equal Opportunity Employer"**

**COST ANALYSIS  
FISCAL 2016**

**JUVENILE SERVICES TECHNICIAN**

Adrienne Phillips Current

7/1/2015

**CURRENT**

<b>CEE35</b>	<b>RATE</b>	<b>30.5431</b>	<b>CER35</b>	<b>CURRENT RATE</b>	<b>26.457758</b>	<b>CER35</b>	<b>TOP OUT</b>	<b>36.532081</b>	<b>CER35</b>	<b>TOP OUT</b>	<b>31.645673</b>
<b>EMPLOYEE/EMPLOYER PAID</b>			<b>EMPLOYER PAID</b>			<b>EMPLOYEE/EMPLOYER PAID</b>			<b>EMPLOYER PAID</b>		
ANNUAL SALARY	63,529.65		ANNUAL SALARY	55,032.14		ANNUAL SALARY	75,986.73		ANNUAL SALARY	65,823.00	
MEDICARE	921.18		MEDICARE	797.97		MEDICARE	1,101.81		MEDICARE	954.43	
PERS	9,211.80		PERS	15,409.00		PERS	11,018.08		PERS	18,430.44	
INSURANCE	19,956.79		INSURANCE	19,956.79		INSURANCE	19,956.79		INSURANCE	19,956.79	
W/C	559.01		W/C	559.01		W/C	559.01		W/C	559.01	
BACHELOR DEGREE	500.00		BACHELOR DEGREE	500.00		BACHELOR DEGREE	500.00		BACHELOR DEGREE	500.00	
LONGEVITY	400.00		LONGEVITY	400.00		LONGEVITY	900.00		LONGEVITY	500.00	
<b>TOTAL SALARY/BENEFITS</b>	<b>95,078.42</b>		<b>TOTAL SALARY/BENEFITS</b>	<b>92,654.90</b>		<b>TOTAL SALARY/BENEFITS</b>	<b>110,022.41</b>		<b>TOTAL SALARY/BENEFITS</b>	<b>106,723.67</b>	

**JUVENILE PROBATION OFFICER**

P14

**ENTRY LEVEL**

**23.9005**

7/1/2015

ANNUAL SALARY	49,713.04
PHYSICAL AGILITY	1,000.00
BACHELOR DEGREE	500.00
MEDICARE	761.44
PERS	20,133.78
INSURANCE	20,139.57
W/C	1,823.80
UNIFORM	1,000.00
PHONE STIPEND	300.00
<b>TOTAL SALARY/BENEFITS</b>	<b>95,371.63</b>

**JUVENILE PROBATION OFFICER**

P14

**TOP OUT**

**35.8505**

7/1/2015

ANNUAL SALARY	74,569.04
PHYSICAL AGILITY	1,000.00
BACHELOR DEGREE	500.00
MEDICARE	1,121.85
PERS	30,524.46
INSURANCE	20,139.57
W/C	1,823.80
UNIFORM	1,000.00
PHONE STIPEND	300.00
LONGEVITY	800.00
<b>TOTAL SALARY/BENEFITS</b>	<b>131,778.72</b>