

# TEHAMA COUNTY BOARD OF SUPERVISORS

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Clerk of the Board  
(530) 527-3287

Board Chambers  
727 Oak Street, Red Bluff, CA 96080  
(530) 527-4655

<http://www.co.tehama.ca.us>

## ADDENDUM

### AGENDA FOR TUESDAY, APRIL 16, 2019

#### 10:01 A.M. REGULAR

1. PROBATION DEPARTMENT / PERSONNEL - Chief Probation Officer Richard Muench
  - a) Request approval for a hiring freeze exemption/exception of one (1) Dietary Cook allocation, effective 4/16/19 with a sunset date of 6/30/19
  - b) RESOLUTION NO.2019-58 - Request adoption of a Resolution amending the FY 18/19 Position Allocation List (PAL) Resolution No. 2018-93, to add one (1.00) temporary allocation for a Dietary Cook with a sunset date of 6/30/19, effective 4/16/19

COMMUNICATIONS received by the Board of Supervisors are on file and available for review in the Office of the Clerk of the Board

MINUTES, AGENDAS, AGENDA MATERIAL, and ARCHIVED MATERIAL is available on our website at [www.tehamacountyca.iqm2.com](http://www.tehamacountyca.iqm2.com)



Board of Supervisors  
 Meeting Date: April 16, 2019  
 Prepared By: Dava Kohlman  
 Preparer Phone: 530-527-4655  
 Preparer Email: dkohlman@co.tehama.ca.us  
 Regular Item

**PROBATION DEPARTMENT / PERSONNEL - Chief Probation Officer Richard Muench**

**Requested Action(s)**

- a) Request approval for a hiring freeze exemption/exception of one (1) Dietary Cook allocation, effective 4/16/19 with a sunset date of 6/30/19
- b) RESOLUTION NO.2019-58 - Request adoption of a Resolution amending the FY 18/19 Position Allocation List (PAL) Resolution No. 2018-93, to add one (1.00) temporary allocation for a Dietary Cook with a sunset date of 6/30/19, effective 4/16/19

**Financial Impact:**

The financial impact for salary and benefits for a three month period will be approximately \$14,803, which will be funded through the current overtime budget.

**Background Information:**

Due to several extended leaves of absence in the Juvenile Detention Facility kitchen, the Probation Department is requesting one (1.00) temporary allocation for a Dietary Cook, with a sunset date of 06/30/19.

Currently, the Department has been utilizing Extra-Help Dietary Cooks to fill the vacancies created by staff who are either off work on a leave of absence or temporarily unable to perform their duties due to injuries. However, Extra-Help employees may not exceed 1,000 hours during the fiscal year. Because Extra-Help Dietary Cooks have been utilized so frequently in the last several months, they are rapidly approaching the maximum amount of hours worked for the 18/19 fiscal year.

Therefore, in order to avoid an overage in hours worked, the Chief Probation Officer is requesting to hire a temporary allocation Dietary Cook to work full-time. The temporary allocation will exist until 06/30/19 when the new fiscal year begins.

This request aligns with the Tehama County Strategic Initiatives in the following areas:

- 1) Integrity: We respect the public and provide unsurpassed customer service - We are committed to doing what is right by recognizing the public's trust bestowed on the individuals entrusted with this integral part of the criminal justice system.
- 2) Accountability: We hold ourselves accountable to the public we serve and make sound, conscientious, and carefully considered decisions - The Tehama County Probation Department advocates commitment to a standard of professional behavior

which exemplifies the highest level and ideals of professional service in our community.

3) Excellence: We believe in being proactive rather than reactive, and endeavor to be forward thinking - In order to best serve the public's interest, Tehama County District Probation Department recognizes and values the importance of maintaining professional competence in all of our employees at all levels.

The Joint Council Bargaining Unit has been advised of the proposed changes and an agreement has been reached.

**Attachment List:**

- RESO PAL Probation Dietary Cook (PDF)
- Dietary Cook\_Hiring Freeze Exemption Request (PDF)
- Dietary Cook\_Administration Recommendation (PDF)



## REQUEST FOR HIRING FREEZE EXEMPTION/EXCEPTION

Date: 04/11/2019 Requested Effective Date: 04/16/2019  
 Department Name: Probation Division: Juvenile Hall  
 Contact Person: Richard Muench Contact Info: rmuench@tcprobation.org

### A. Position Data:

Budget Unit: 2036 Position Classification: Dietary Cook  
 Position Number: \_\_\_\_\_ If vacancy, date job was/will be vacated: \_\_\_\_\_  
 Number of positions: 1 Monthly Salary Range: \$ 2,439 - \$ 2,967  
 New Position OR  Fill a Vacancy OR  Other (*explain*): Temporary Cook Position (Sunset 06/30/19)  
 Regular OR  Extra-help  Full-time OR  Part-time  
 Vacancy caused by (*retirement, termed in probation, etc*): \_\_\_\_\_

### B. Exemption/Exception Requested by Department

- Specialized support positions (physicians, nurses, cooks, etc.) directly responsible for treatment and/or care in the county's jails, juvenile detention facilities and mental health  
 Specialized positions involved in public health and/or public safety (i.e. nurses, deputies, etc.)  
 Specialized positions entirely (100%) funded with federal/state subventions  
 Positions involved in collecting or generating County general revenues, user-fees collected from non-county users and/or net departmental revenues  
 Specialized positions involved in direct cost avoidance where a vacancy would result in higher costs being incurred than the savings would generate from the vacancy (such as workers' compensation staff needed to process claims to avoid time penalties)  
 Positions in the Department of Voter Registration and Elections needed to process upcoming elections  
 Specialized positions (engineers, treatment plant operators, electricians, auto mechanics, janitors, etc.) employed in the County's internal services funds departments/agencies

### C. Justification for Exemption/Exception from freeze:

Due to several extended leaves of absence in the Juvenile Detention Facility kitchen, the Probation Department is requesting one (1.00) temporary allocation for a Dietary Cook, with a sunset date of 06/30/19. Currently, the Department has been utilizing Extra-Help Dietary Cooks to fill the vacancies created by staff who are either off work on a leave of absence or temporarily unable to perform their duties due to injuries. However, Extra-Help employees may not exceed 1,000 hours during the fiscal year. Extra-Help Dietary Cooks have been utilized so frequently in the last several months, they are rapidly approaching the maximum amount of hours worked for the 18/19 fiscal year.

### D. Ramifications if position is left vacant for 2 - 3 months and/or indefinitely:

If the Board does not approve the request for an additional position, the department will be forced to reassign current sworn staff from institution to cover the vacancy in the kitchen. This will result in overtime cost to replace institution sworn staff for exceeds the cost of an extra help cook. Further, the department is staff for 32 youth at JDF, the current population is 33. Failing to fill the dietary cook position is penny wise and dollar foolish. It should also be noted that while the request is for a new sunset position, the funds for this position are currently budgeted and would result in a smaller expenditure.

**E. Other Comments**

**F. Estimated Annual Cost Impact for FY 2018/19:**

	<u>ONE POSITION</u>	<u>MULTIPLE POSITIONS</u>
Salary and Benefits:	\$ 14,803.00	\$
Other One-time Costs:	\$	\$
Other On-Going Costs:	\$	\$
<b>Total:</b>	<b>\$ 14,803.00</b>	<b>\$ 0.00</b>

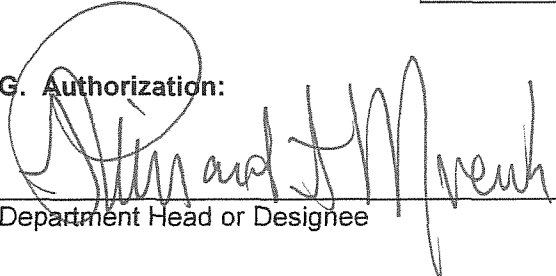
**G. Estimated Annual Cost:**

	<u>ONE POSITION</u>	<u>MULTIPLE POSITIONS</u>
Salary and Benefits:	\$ 59,211.00	\$
Other One-time Costs:	\$	\$
Other On-Going Costs:	\$	\$
<b>Total:</b>	<b>\$ 59,211.00</b>	<b>\$ 0.00</b>

**H. Position Funding:**

	Description: <i>(Types of funds, grants, match &amp; %, etc.)</i>
Net General Fund: \$ 14,803	100% General Fund
Fees/Charges: \$	
Federal Funding: \$	
State Funding: \$	
Other Local: \$	
Other revenue/reimbursements: \$	

**G. Authorization:**

  
 \_\_\_\_\_  
 Department Head or Designee

4-11-19  
 \_\_\_\_\_  
 Date

ADMINISTRATIVE RECOMMENDATION ON  
REQUEST FOR HIRING FREEZE EXEMPTION/EXCEPTION

Date: 4/11/19

Department Name: Probation

Division: Juvenile Hall

Budget Unit: 2036

Classification: Dietary Cook

A. POSITION DATA:

- 1.  Regular     Extra-help
- 2.  Full-time     Part-time

Monthly Salary Range: \$2,439 - \$2,967

Requested Effective Date: 04/16/19

Step Requested: 5

(must budget for C to allow for all hiring possibilities)

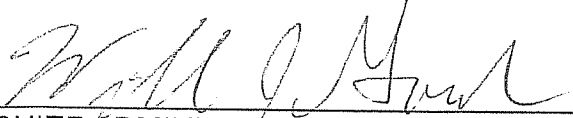
B. ADMINISTRATIVE RECOMMENDATION:

- FILL POSITION AS REQUESTED
- FILL POSITION AFTER \_\_\_\_\_ DAYS (LEAVING TEMPORARILY VACANT)
- RECOMMEND THAT POSITION REMAIN VACANT
- OTHER RECOMMENDATION:

C. Justification for hiring exemption:

See submittal by department

D. AUTHORIZED SIGNATURE

  
 \_\_\_\_\_  
 CHIEF ADMINISTRATOR

4-11-19  
 \_\_\_\_\_  
 Date