

W. 10-12.

AGENDA COVER MEMORANDUM

AGENDA DATE: February 25, 2004
PRESENTED TO: Board of County Commissioners
PRESENTED BY: Hector Rios, Personnel Analyst
AGENDA TITLE: IN THE MATTER OF CREATING CLASSIFICATION AND
SALARY RANGE FOR CORRECTIONAL SERVICES
TECHNICIAN

I. MOTION

**MOVE APPROVAL OF ORDER _____ /IN THE MATTER OF CREATING
CLASSIFICATION AND SALARY RANGE FOR CORRECTIONAL SERVICES
TECHNICIAN.**

II. ISSUE

There is a need to establish a new classification for utilization in the correctional services system. The position needs to perform a variety of technical support services such as assist officers with the client intake process, track and report clients' compliance, prepare and obtain agreements with clients, and other duties as assigned.

III. DISCUSSION

A. Background

Health and Human Services presented a need to utilize a technical level classification in their department with a specialized corrections emphasis to work with and provide technical support to Parole and Probation Officers.

Parole and Probation Officers, at times may spend a fair amount of time performing the lesser duties associated with their classification. With a lower level classification, Parole and Probation Officers could focus more attention on duties within the scope of their higher level training and expertise e.g. home visits, offender supervision and more work with community partnership projects.

The Parole and Probation Officer classifications require a Parole/Probation certification with the Oregon Department of Public Safety Standards and Training. A Correctional Services Technician classification would assist with the more routine and technical duties that do not require special certifications. A lower level technician classification would not have this requirement in place and would serve as a career ladder and paraprofessional bridge to Parole and Probation Officer classifications.

B. Analysis

Human Resources evaluated the current classifications in our own classification plan for any potential matches and when we were unable to find a match, with the needed correctional focus, we considered creating a new classification.

Human Resources conducted a survey of comparable Oregon counties that have similar classifications and the analysis showed that Multnomah and Jackson Counties utilize somewhat comparable classifications in their offices, although neither was an exact match. Multnomah's compensation range for a Corrections Technician is \$30,192-\$34,974 and Jackson's compensation range for a Program Specialist – Community Justice is \$34,195 - \$45,094. A point factor analysis was done and places a Correctional Services Technician at grade 23 (\$31,678-\$43,826) in our compensation plan. In terms of internal equity, this is a range comparable with Paralegal, Victim Advocate, Assistant Veteran Services Coordinator classifications.

This will be an AFSCME position. As per Article X, Section 3 of the AFSCME contract, the proposed new classification was presented to AFSCME representatives.

Budget:

At this time, the Health and Human Services Department / Parole and Probation plans to create only one additional position in this new classification. That would be a 1.0 FTE position, funded by a combination of federal and state grant funds already contained in the department budget. The federal funds are from a newly acquired grant to provide pre-trial monitoring for domestic violence offenders.

C. Alternatives/Options

1. Adopt the proposed classification and salary range as described above.
2. Reject the motion.

D. Recommendation

It is recommended that the Board of County Commissioners adopt the motion to establish the classification and salary range for the Correctional Services Technician classification.

IV. IMPLEMENTATION/FOLLOW-UP

Following Board action, the department will begin the approved personnel process of hiring according to the timelines established by Health and Human Services.

V. ATTACHMENT

Board Order
Correctional Services Technician Classification Specifications

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

***)IN THE MATTER OF CREATING
)CLASSIFICATION AND SALARY
)RANGE FOR CORRECTIONAL
)SERVICES TECHNICIAN***

WHEREAS, Human Resources has completed a review and point factor of the proposed Correctional Services Technician classification.

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation.

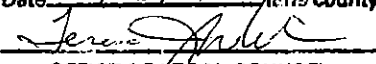
WHEREAS, changes to the classification and compensation plans require board approval.

IT IS NOW HEREBY ORDERED that there be created the new classification of Correctional Services Technician:

Correctional Services Technician Range 23: \$31,678-\$43,826

DATED: February 25, 2004.

Bobby Green, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 2/13/04 lane county

OFFICE OF LEGAL COUNSEL

**IN THE MATTER OF CREATING CLASSIFICATION AND SALARY RANGE
FOR CORRECTIONAL SERVICES TECHNICIAN.**

CORRECTIONAL SERVICES TECHNICIAN

DEFINITION

To perform a variety of technical support services in an assigned area. To gather, review, and report to officers or appropriate staff a variety of information pertaining to clients. To perform delegated duties as appropriate for non-certified staff and assists officers in the performance of their duties, as authorized or directed. Depending upon area of assignment in correctional services system may perform a combination of some or all of the following duties.

SUPERVISION RECEIVED

Receives general supervision from appropriate Officers and/or supervisory staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

- Obtain information from clients; collect risk and other assessment data and notify appropriate officers of the outcome of assessments.
- Assist officers in the coordination of plans for client placement and assignments (e.g., pre-release planning), as appropriate.
- Perform ministerial or preliminary tasks.
- Contact friends, relatives and employers of clients' to verify information provided and to assist in developing appropriate plans for clients.
- With appropriate oversight, prepare and obtain agreements with clients, transfer requests packets, and other administrative documents, as necessary.
- Explain program requirements to clients. May coordinate activities of subprograms, as assigned i.e. Day Reporting Center, volunteer coordination, etc.
- Make recommendations to officers on various issues such as appropriate housing, pre-treatment, post-prison release planning, restitution obligations, and eligibility for programs.
- Review clients' education and work history in order to refer to community resources for appropriate employment and training purposes, as requested.
- Monitor referrals to community agencies, as appropriate.
- Update appropriate internal and external staff regarding clients' progress or non-compliance in treatment programs or other community programs.
- Relay violations' information to appropriate officers, as received.

LANE COUNTY
Correctional Services Technician (Continued)

- Obtain and review criminal record on defendants. Prepare and submit related reports and recommendations as required.
- Enter, retrieve, and interpret data from various computerized data systems.
- Assist with client intake process. May assist with relevant skill trainings.
- Track and report to officers clients' compliance.
- Encourage clients' appearance for all court hearings. Provide testimony in court, if subpoenaed.
- Obtain or monitor collection of specimen samples for laboratory analysis, as appropriate.
- Keep accurate case records and files.
- Track and report on INS cases.
- Attempt to locate by phone or letter all clients who have failed to make themselves available for the intake process.
- Respond to community and client concerns and general inquiries.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge of court systems and of laws, policies and practices pertaining to pre-trial release, custody, and parole.
- Basic sociology and psychology as it relates to correctional and judicial administration.
- General knowledge of behavior and adjustment problems of criminal clients.
- Appropriate community resources, services, and programs.
- Modern office procedures and methods and computer equipment.

Ability to:

- Apply comprehensive interviewing techniques to elicit, confirm and collect data and information.
- Make sound recommendations.
- Persuade and motivate clients to comply with court and release conditions.
- Enter, access and interpret data in various computer databases.
- Work independently with minimal supervision.
- Communicate effectively with persons of various ethnic or racial groups and socioeconomic backgrounds.
- Deal effectively with persons who may be hostile and abusive.
- Maintain accurate records.
- Understand and carry out oral and written directions; communicate effectively, both orally and in writing.

LANE COUNTY
Correctional Services Technician (Continued)

- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade supplemented by relevant college level course work in criminology, behavioral science, sociology or related field.

Experience:

Two years of responsible experience working with correctional services, including experience working directly with offenders.

Licenses/Certificates:

May require certification in LEDS operation. May require a valid driver's license, at time of appointment.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

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SERVICES TECHNICIAN