



Probation Department

COUNTY OF TULARE

AGENDA ITEM

BOARD OF SUPERVISORS

ALLEN ISHIDA
District One

PETE VANDER POEL
District Two

PHILLIP A. COX
District Three

J. STEVEN WORTHLEY
District Four

MIKE ENNIS
District Five

AGENDA DATE: December 13, 2011 - REVISED

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

CONTACT PERSON: Marichu Baker PHONE: 713-2765

SUBJECT: Adopt class specifications and flexibly allocate class

REQUEST(S):

That the Board of Supervisors:

1. Adopt the classification of Probation Collections Investigator II.
2. Approve the attached personnel resolution flexibly allocating Probation Collections Investigator I to Probation Collections Investigator I/II and increasing the salary range of the Probation Accounts Supervisor subject to meet and confer.

SUMMARY:

The Probation Collections Investigators (PCIs) manage a caseload involving collection of court ordered fines and fees. This caseload is projected to increase in volume with the implementation of AB 109, Public Safety Realignment Act. Currently, each collector carries at least 7,500 cases. In addition to the regular duties of a PCI I, the Probation collectors coordinate with the courts, the District Attorney's Office, and other County departments on a regular basis to answer questions regarding defendants' fines and fees with minimum supervision. They also collect overpayments from past employees of the department, and fees and fines for the courts and other County departments. PCIs conduct financial evaluations of defendants prior to sentencing and recommend appropriate payment plans. The responsibilities of the Probation PCIs are considered to be that of the II level of their position classification.

SUBJECT: Adopt class specifications and flexibly allocate class

DATE: December 13, 2011

The Probation Accounts Supervisor of the Probation Department supervises the Probation Accounts Services Unit, which is comprised of five Probation Collection Investigators (PCI) I/II. One Supervising Account Clerk and six Account Clerks. The current salary rate for this position will be less than the salary rate of a PCI once the re-allocation of the PCI to PCI I/II is implemented.

Subject to meet and confer with SEIU.

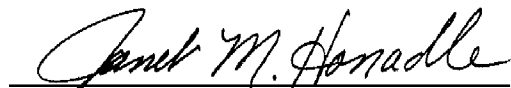
FISCAL IMPACT/FINANCING:

No net county cost. The total estimated cost for this re-allocation/salary increase is \$9,974. Currently, the Department has two (2) PCI I positions which are vacant and unfrozen. Savings from these positions while vacant will cover the projected salary increase.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

Strategic Initiative 4-Continuously improve organizational effectiveness and fiscal stability by continually evaluate the organizational structure to improve service delivery.

ADMINISTRATIVE SIGN-OFF:



Janet M. Honadle
Chief Probation Officer

Cc: Auditor-Controller
County Counsel
County Administrative Office (2)

Attachment(s)

Attachment A – Personnel Resolution
Attachment B – Job Specifications

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATER OF ADOPT CLASS
SPECIFICATIONS AND FLEXIBLY
ALLOCATE CLASS

)
) Resolution No. _____
) Agreement No. _____

CLASS SPECIFICATION AND DESIGNATION FOR PROBATION

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JEAN M. ROUSSEAU
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Adopted the classification of Probation Collections Investigator II.
2. Approved the attached personnel resolution flexibly allocating Probation Collections Investigator I to Probation Collections Investigator I/II and increasing the salary range of the Probation Accounts Supervisor subject to meet and confer.

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF)
CLASS SPECIFICATIONS)
AND DESIGNATIONS)

RESOLUTION NO.
AGREEMENT NO.

UPON MOTION OF SUPERVISOR _____, SECONDED BY SUPERVISOR _____, THE
FOLLOWING WAS ADOPTED BY THE BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD
December 13, 2011 , BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: JEAN M. ROUSSEAU
COUNTY ADMINISTRATIVE OFFICER /CLERK BOARD OF SUPERVISORS

By: _____
Deputy Clerk

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ADOPT THE FOLLOWING CLASS DESIGNATIONS AND SPECIFICATIONS EFFECTIVE: December 13, 2011

Probation Collections Investigator II, Item No.009820, Salary Grade: 111 (\$43,720 annual, Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 pay periods.

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF AMENDING THE)
POSITION ALLOCATION LISTING)

RESOLUTION NO.
AGENDA ITEM NO.

Upon Motion of Supervisor _____, Seconded by Supervisor _____,
the following amendments to the Position Allocation Listing were adopted at an official meeting of the Board of Supervisors held December 13, 2011, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Attest: Jean M. Rousseau
County Administrator/Clerk Board of Supervisors

By: _____
Deputy Clerk

The Board of Supervisors does hereby amend the Position Allocation Listing to reclassify the following positions:

Position Number	Former Job Code	Former Classification Title	New Job Code	New Classification Title
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Probation - 205
Effective: December 13, 2011
Org # 1255

1731	009810	Probations Collection Investigator	009820	Probation Collections Investigator II
1733	009810	Probations Collection Investigator	009820	Probation Collections Investigator II
8014	009810	Probations Collection Investigator	009820	Probation Collections Investigator II
8015	009810	Probations Collection Investigator	009820	Probation Collections Investigator II
9376	009810	Probations Collection Investigator	009820	Probation Collections Investigator II

Position Number	Classification Title	Old Salary Grade	New Salary Grade
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Probation - 205
Effective: December 13, 2011
Org # 1255

035700	Probation Accounts Supervisor	184 (\$35,969, annual Step 5)	200 (\$48,950, annual Step 5)
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Reclassifications: Grant regular status to the incumbents who hold regular status prior to these reclassifications. Incumbents holding probationary status will complete the balance of their probationary period in their new classification.

Salary Grade: Grant salary changes to incumbents who hold probationary and regular status prior to these changes.

Prepared by: S. Berbereia

PROBATION COLLECTIONS INVESTIGATOR I

PROBATION COLLECTIONS INVESTIGATOR II

County of Tulare

DEFINITION

To manage a caseload involving the collection of money owed to the County through as aggressive electronic search/investigation; collect funds through written or personal contact notification.

DISTINGUISHING CHARACTERISTICS

The Level I class is the entry level class in the series. Incumbents in this class receive close supervision and training where the emphasis is on learning collection procedures, methods, and techniques and carrying a limited non-complex case load. As assigned responsibility and breadth of knowledge increase with experience, incumbents may reasonably expect to be promoted to the next higher class of Probation Collections Investigator II.

The Probation Collections Investigator II class is the journey worker level in the series. Incumbents in this class carry a full load and work with greater independence of action.

SUPERVISION RECEIVED AND EXERCISED

Probation Collections Investigator I:

Immediate supervision is provided by a Collection Supervisor or higher level position within the department.

Probation Collections Investigator II:

General supervision is provided by a Collection Supervisor or higher level position within the department.

DUTIES may include, but are not necessarily limited to:

Manage a caseload involving the collection of restitution for victims, and collect Court and County fines and fees.

Locate and interview individuals with delinquent accounts who may be avoiding payment of monies owed to the County.

Compile and interpret information from various automated information systems and Court records to determine a defendants status, cases pending, and Court appearances.

Investigate non-payment of accounts.

Explain earnings withholding or other legal actions to defendants, attorneys, employers, and debtor.

Prepare audits of delinquent account in order to pursue legal recourse.

Contact individuals by telephone or mail to inquire about reasons for nonpayment.

Verify conflicting information concerning non-payment of delinquent account.

Document all action taken and record the receipt of payments onto the case record.

County of Tulare

PROBATION COLLECTIONS INVESTIGATOR I/II

Determine client's ability to pay amount owed.

Negotiate a repayment schedule to satisfy obligation.

Assess debtor's payment history and, when appropriate, recommend earnings withholding, liens on personal property or other legal action.

Explain case action to demanding, complaining witnesses, or debtor.

May perform special assignments such as verifying bank accounts and property ownership.

May verify conflicting information between complaining witness and defendants concerning current residence of child or children, changes in income or possible grant assistance fraud.

May recommend small claims action.

May recommend writing off accounts.

Utilizes a variety of skip-tracing tools in locating responsible persons who are avoiding detection.

May file tax liens, secure property, and dispose of property in accordance with established policies and procedures in order to satisfy obligation.

May cite defendants to explain responsibility to pay child support and arrearages and to inform of possible legal consequences for failing to pay support.

Prepare memos, letters, and reports.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

NECESSARY EMPLOYMENT STANDARDS

Probation Collections Investigator I:

Knowledge of:

Basic math, including addition, subtraction, multiplication, and division.

Skill/Ability to:

Verbally communicate sufficiently to explain information to people of various socio-economic, cultural, and educational backgrounds.

Read, interpret, and explain laws pertaining to collection practices.

Write clear, concise, grammatically correct case narratives, reports, records, and letters.

Follow verbal and written instructions.

Establish rapport and maintain effective working relationships with others.

County of Tulare

PROBATION COLLECTIONS INVESTIGATOR I/II

Use patience, tact, and courtesy in dealing with people under various circumstances, and under emotional stress.

Procedures for accessing and retrieving information from various automated information systems.

Utilize filing systems and keep systematic and accurate records.

Verify information obtained from clients.

Maintain resource information.

Maintain confidentiality of all information and materials.

Research, collect, and organize information.

Apply mathematic computations for payment schedules.

Education and Experience:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to completion of the twelfth grade.

Experience:

One year of experience involving routine collection activities.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Probations Collections Investigator II:

In addition to the necessary employment standards for Probation Collections Investigator I;

Experience:

One year as a Probation Collections Investigator I or two years equivalent work experience in collection activities.

Knowledge of:

Resources available to locate individuals.

Interviewing methods and techniques.

County of Tulare

PROBATION COLLECTIONS INVESTIGATOR I/II

Collection methods and techniques.

Skip-tracing methods and techniques.

Caseload management and methods and techniques.

Networked personal computers and applicable software.

Procedures for accessing and retrieving information from various automated information systems.

Skill to:

Negotiate and come to agreement on payment plans.

Obtain information needed to recommend appropriate legal recourse.

Manage a caseload.