



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Jul 25, 2018

Department: Business Services Agenda Planning Date: Jul 19, 2018 Time required:

Audio/Visual aids

Contact: Colleen Coons-Chaffins, Business Services Director Phone: 503-373-4426

Department Head Signature: [Signature]

TITLE Recommendation to uphold pay grades for two classifications, class code #223, Alternative Program Worker 2 and; #227 Assistant Juvenile Supervisor. Recommendation to adjust pay grades upward for eight classifications, class code #102, Building Inspector 1; #103, Building Inspector 2; #104, Building Plans Examiner Senior; #106, Building Plans Examiner 1; #107, Building Plans Examiner 2; #200, Juvenile Probation Officer Trainee; #201, Juvenile Probation Officer; #224, Alternative Program Worker 3. Recommendation to update specifications for four classifications, class code #200, Juvenile Probation Officer Trainee; #201, Juvenile Probation Officer; #224, Alternative Program Worker 3; and #227 Assistant Juvenile Supervisor.

Issue, Description & Background As part of the strategy to maintain Marion County compensation and classification programs, human resources (HR) periodically reviews classification specifications and pay ranges. The classification review ensures classification specifications reflect current industry language, standards and county practices, and positions are properly classified and placed in the appropriate pay range. This also brings the classification closest to the mean (0%) of market comparables within the county's current pay structure. Internal equity may also be used in determining appropriate compensation.

Financial Impacts:

Impacts to Department & External Agencies

Options for Consideration: 1. Approve recommendation; 2. Do not approve recommendation

Recommendation: 1. In Unit 06, MCEA, uphold pay range of class code #223, Alternative Program Worker 2, AT pay grade 06.C19 AK (\$19.17 / \$3,322.80 - \$25.70 / \$4,454.67) 2.54% above market comparables. Under FLSA, positions in this classification are non-exempt from overtime. 2. In Unit 02, Non-Represented, Supervisory, uphold pay range of class code #227 Assistant Juvenile Supervisor, AT pay grade 02.A25 AK (\$27.64 / \$4,790.93 - \$37.05 / \$6,422.00) 5.95% above market comparables. Under FLSA, positions in this classification are exempt from overtime.



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- 3. In Unit 06, MCEA, adjust upward pay range of class code #102, Building Inspector 1;
FROM pay grade 06.C21 AK (\$21.01 / \$3,641.73 - \$28.13 / \$4,875.87) -7.22% below market comparables.
TO pay grade 06.C23 AK (\$23.14 / \$4,010.93 - \$31.03 / \$5,378.53) 2.80% above market comparables.
Under FLSA, positions in this classification are non-exempt from overtime.
- 4. In Unit 06, MCEA, adjust upward pay range of class code #103, Building Inspector 2;
FROM pay grade 06.C24 AK (\$24.30 / \$4,212.00 - \$32.55 / \$5,642.00) -22.19% below market comparables.
TO pay grade 06.C27 AK (\$29.98 / \$5,196.53 - \$40.17 / \$6,962.80) 0.99% above market comparables.
Under FLSA, positions in this classification are non-exempt from overtime.
- 5. In Unit 06, MCEA, adjust upward pay range of class code #104, Building Plans Examiner Senior;
FROM pay grade 06.C54 AK (\$25.91 / \$4,491.07 - \$34.76 / \$6,025.07) -10.67% below market comparables.
TO pay grade 06.C27 AK (\$29.98 / \$5,196.53 - \$40.17 / \$6,962.80) 4.23% above market comparables.
Under FLSA, positions in this classification are non-exempt from overtime.
- 6. In Unit 06, MCEA, adjust upward pay range of class code #106, Building Plans Examiner 1;
FROM pay grade 06.C21 AK (\$21.01 / \$3,641.73 - \$28.13 / \$4,875.87) -1.37% below market comparables.
TO pay grade 06.C50 AK (\$21.36 / \$3,702.40 - \$28.62 / \$4,960.80) 0.37% above market comparables.
Under FLSA, positions in this classification are non-exempt from overtime.
- 7. In Unit 06, MCEA, adjust upward pay range of class code #107, Building Plans Examiner 2;
FROM pay grade 06.C24 AK (\$24.30 / \$4,212.00 - \$32.55 / \$5,642.00) -11.42% below market comparables.
TO pay grade 06.C55 AK (\$27.21 / \$4,716.40 - \$36.44 / \$6,316.27) 0.48% above market comparables.
Under FLSA, positions in this classification are non-exempt from overtime.
- 8. In Unit 06, MCEA, adjust upward pay range of class code #200, Juvenile Probation Officer Trainee;
FROM pay grade 06.C49 AK (\$20.45 / \$3,544.67 - \$27.40 / \$4,749.33) -7.92% below market comparables.
TO pay grade 06.C51 AK (\$22.42 / \$3,886.13 - \$30.05 / \$5,208.67) 1.59% above market comparables.
Under FLSA, positions in this classification are non-exempt from overtime.
- 9. In Unit 06, MCEA, adjust upward pay range of class code #201, Juvenile Probation Officer;
FROM pay grade 06.C52 AK (\$23.53 / \$4,078.53 - \$31.55 / \$5,468.67) -4.56% below market comparables.
TO pay grade 06.C53 AK (\$24.68 / \$4,277.87 - \$33.10 / \$5,737.33) 0.34% above market comparables.
Under FLSA, positions in this classification are non-exempt from overtime.
- 10. In Unit 06, MCEA, adjust upward pay range of class code #224, Alternative Program Worker 3;
FROM pay grade 06.C21 AK (\$21.01 / \$3,641.73 - \$28.13 / \$4,875.87)
TO pay grade 06.C22 AK (\$22.06 / \$3,823.73 - \$29.55 / \$5,122.00) based on internal equity.
Under FLSA, positions in this classification are non-exempt from overtime.
- 11. Approve recommendation beginning of first pay period following approval by the Board.

List of attachments:

Personnel Findings and Recommendation Report

Presenter:

Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)

Copies to:

Jan Fritz, Deputy County Administrative Officer; jfritz@co.marion.or.us
Colleen Coons-Chaffins; Business Services Director; ccoonschaffins@co.marion.or.us



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Jane Vetto, County Counsel; JVetto@co.marion.or.us
HR Processing; HRProcessing@co.marion.or.us;
HR Comp & Class; HRCompClass@co.marion.or.us

PUBLIC WORKS

Alan Haley, Public Works Director; AHaley@co.marion.or.us
Jolynn Skyberg, Office Manager Sr.; jskyberg@co.marion.or.us

JUVENILE DEPARTMENT

Troy Gregg, Juvenile Dept Director; TGregg@co.marion.or.us
Janie Hanson, Office Manager; JHanson@co.marion.or.us

UNIT 06 MCEA/SEIU (Non-IT)

Latricia Straw, President; LStraw@co.marion.or.us
Trish Stephens, Representative; stephenst@seiu503.org



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Jul 12, 2018
To: Jan Fritz, Personnel Officer
From: Colleen Coons-Chaffins, Business Services Director *CC*
Re: Recommendation to uphold pay grades for (2) classifications, class code #223, Alternative Program Worker 2 and; #227 Assistant Juvenile Supervisor.

Recommendation to update classification specification for class code #227 Assistant Juvenile Supervisor.

Background Information: As part of the strategy to maintain Marion County compensation and classification programs, human resources (HR) periodically reviews classification specifications and pay ranges. The classification review ensures classification specifications reflect current industry language, standards and county practices, and positions are properly classified and placed in the appropriate pay range. This also brings the classification closest to the mean (0%) of market comparables within the county's current pay structure. Internal equity may also be used in determining appropriate compensation.

Discussion: Functions performed by classification:

#223, Alternative Program Worker 2

GENERAL STATEMENT OF DUTIES Carries out the day-to-day operations of juvenile offender programs involving the community; performs related work as required.

SUPERVISION Works under the supervision of the Alternative Programs Supervisor and Assistant Supervisor who assigns work and reviews for conformance to established standards and statutes. Supervision of other employees is not a responsibility of positions in this class. May oversee and direct the duties of a juvenile relief staff, work study, practicum and voluntary positions.

#227 Assistant Juvenile Supervisor

GENERAL STATEMENT OF DUTIES Assists in the management of one or more juvenile programs. Responsibilities include assisting with the supervision of daily program operations and short-term and long-term program planning. Incumbents are responsible for the safety and security of juveniles, staff, and when applicable the facility (i.e. Detention and Guaranteed Attendance Program). Work hours for all positions require flexible scheduling and some evening and weekend hours based on operational needs. Some programs operate 7 days per week/24 hours per day and require incumbents to work varying shifts. Performs other related duties as assigned.

SUPERVISION Works under the general supervision of a department supervisor who assigns work, establishes goals, and reviews the results obtained for overall effectiveness through the analysis of performance, reports and conferences.

Positions in this classification exercise full supervision over a variety of employees. Assignment may include supervision of administrative, technical, and professional employees, trainees and interns; participates in selecting new personnel, provides for training, evaluates performance, responds to grievances and recommends personnel transactions.

In determining if classifications are appropriately compensated HR conducts a market review in accordance with county personnel rules and HR practices. The review identifies which pay grade will bring the



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

classification closest to the mean (0%) of market comparables within the county's current pay structure. In addition to these market findings, funding and internal equity are also considered when establishing the pay grade.

After review, HR found this classification to be within market.

- Recommendation:**
1. In Unit 06, MCEA, uphold pay range of class code #223, Alternative Program Worker 2, AT pay grade 06.C19 AK (\$19.17 / \$3,322.80 - \$25.70 / \$4,454.67) 2.54% above market comparables. Under FLSA, positions in this classification are non-exempt from overtime.
 2. In Unit 02, Non-Represented, Supervisory, uphold pay range of class code #227 Assistant Juvenile Supervisor, AT pay grade 02.A25 AK (\$27.64 / \$4,790.93 - \$37.05 / \$6,422.00) 5.95% above market comparables. Under FLSA, positions in this classification are exempt from overtime.
 3. Approve recommendation

I concur with the findings of the Human Resources Department and approve the actions detailed above.

Jan Fritz, Personnel Officer

Date

7/13/18

Copies to:

Copy of completed paperwork sent to the following: (Include names and e-mail addresses.)

Jan Fritz, Deputy County Administrative Officer; jfritz@co.marion.or.us
Colleen Coons-Chaffins; ccoonschaffins@co.marion.or.us
Jane Vetto, County Counsel; JVetto@co.marion.or.us
HRProcessing@co.marion.or.us; HRCompClass@co.marion.or.us

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Assistant Juvenile Supervisor

Class Code 227
Bargaining Unit: 02
Supervisory

FLSA: Exempt

EEOC: 02 Professionals

Department: Juvenile

GENERAL STATEMENT OF DUTIES

Assists in the management of one or more juvenile programs. Responsibilities include assisting with the supervision of daily program operations and short-term and long-term program planning. Incumbents are responsible for the safety and security of juveniles, staff, and when applicable the facility (i.e. Detention and Guaranteed Attendance Program). Work hours for all positions require flexible scheduling and some evening and weekend hours based on operational needs. Some programs operate 7 days per week/24 hours per day and require incumbents to work varying shifts. Performs other related duties as assigned.

SUPERVISION RECEIVED

Works under the general supervision of a department supervisor who assigns work, establishes goals, and reviews the results obtained for overall effectiveness through the analysis of performance, reports and conferences.

SUPERVISION EXERCISED

Positions in this classification exercise full supervision over a variety of employees. Assignment may include supervision of administrative, technical, and professional employees, trainees and interns; participates in selecting new personnel, provides for training, evaluates performance, responds to grievances and recommends personnel transactions.

EXAMPLES OF DUTIES (Duties may include, but are not limited to the following)

1. Supervises assigned staff; evaluates assigned staff and gives supervisor input for job performance evaluations on other staff; addresses discipline issues; schedules staff coverage; reviews and approves payroll; authorizes overtime; and evaluates workload.
2. Assists in preparation of the annual budget for the program.
3. Prepares and updates program policies and procedures for the program; works closely with the supervisor and meets regularly with staff to coordinate, evaluate and discuss operation of assigned programs; trains staff on program policies.
4. Directs and/or recommends activities and educational programming for youths.
5. Confers with probation officers on individual problems of juveniles; confers with parents regarding the adjustments of their children and pertinent problems.
6. Reviews paperwork prepared by the shifts as assigned by supervisor.
7. Addresses and monitors safety and security issues that relate to juveniles, staff, building or equipment; reports issues to supervisor; assists in monitoring all accident and incident reports; follows department and program policies and procedures; and as needed works with other county personnel (i.e. Risk Management, Facilities) to ensure safety compliance and facility and equipment maintenance.

8. Responds to emergency situations and interacts to diffuse aggressive situations; restrains combative clients when necessary.
9. Provides tours for probation clients and local colleges; addresses the public regarding the facility and its programs.
10. Assists in assuring facilities/programs are compliant with Criminal Justice Standards and Training requirements, OSHA requirements and departmental administrative rules, policies and procedures.
11. Prepares and submits reports as necessary or requested by supervisor or courts; exhibits clear communication both verbally and in writing; maintains confidentiality.
12. Develops and maintains effective working relationships with coworkers, staff, clients, families, and the public; exhibits cooperative behavior.
13. Responsible for obtaining necessary operating permits; acts as primary liaison between programs and the public/clients, established work projects, and makes assessment of service clients.
14. May work varied hours in order to observe work performance of staff on various shifts.
15. Responds to after hour calls; acts as supervisor in the absence of the incumbent.

EXPERIENCE AND TRAINING

1. Graduation from an accredited four (4) year college with major course work in Criminal Justice, Sociology, Psychology or related field, AND
2. Two (2) years experience working with youth in the Juvenile Justice or related field including one (1) year in a supervisory or leadership capacity related to the position, such as training, scheduling and reviewing work, providing guidance and technical expertise to others, providing input on performance evaluations and making recommendations in the hiring process, OR
3. Any satisfactory equivalent combination of education, training, and/or experience relevant to the position.

SPECIAL REQUIREMENTS

- ~~Must possess, or obtain within 30 days of hire, a valid Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record. Possession of, or obtain within 30 days of hire, a valid Class C Oregon driver's license. If in possession of a current out of state driver's license, must obtain Oregon driver's license within 30 days of hire.~~
- ~~Possess and maintain an acceptable driving record. A copy of the driving record for all qualified applicants will be obtained from Driver and Motor Vehicle Services.~~
- Possession of, or obtain within 60 days of hire, current CPR, first aid and anaphylaxis shock certifications.
- Must obtain bloodborne pathogens training within 10 days of hire.
- Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
- May be required to pass a pre-employment drug screening test.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of techniques and practices related to behavior in an institutional, work skills training or group home setting; juvenile law in the state of Oregon; principles and practice of group

management in juvenile offender supervision; programs designed to assist youth to learn behavioral management skills individually and in group settings; routine physical plant maintenance; risk model approaches to youth management; juvenile court process and practices; and the overall purpose and role of a juvenile department.

Ability to communicate effectively in both verbal and written form; supervise employees; maintain and promote effective working relationships with other agencies and the public; and to interpret juvenile court processes and practices to the public and other employees.

Skill to use a personal computer and software related to Marion County, juvenile programs and specific to the classification.

ADOPTED 10/92

REVISED 10/01; 08/04; 12/04; 01/05 (retitled); 05/07, 03/09, 07/10; 07/18

MR 11/04; 01/12; 07/18



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Jul 12, 2018
To: Jan Fritz, Personnel Officer
From: Colleen Coons-Chaffins, Business Services Director *CC*
Re: Recommendation to adjust pay grades upward #102, Building Inspector 1; #103, Building Inspector 2; #104, Building Plans Examiner Senior; #106, Building Plans Examiner 1; #107, Building Plans Examiner 2; #200, Juvenile Probation Officer Trainee; #201, Juvenile Probation Officer; #224, Alternative Program Worker 3.
Recommendation to update specifications for class code #200, Juvenile Probation Officer Trainee; #201, Juvenile Probation Officer; #224, Alternative Program Worker 3.

Background Information: As part of the strategy to maintain Marion County compensation and classification programs, human resources (HR) periodically reviews classification specifications and pay ranges. The classification review ensures classification specifications reflect current industry language, standards and county practices, and positions are properly classified and placed in the appropriate pay range. This also brings the classification closest to the mean (0%) of market comparables within the county's current pay structure. Internal equity may also be used in determining appropriate compensation.

Discussion: Functions performed by classification:

#102, Building Inspector 1

GENERAL STATEMENT OF DUTIES Inspects One and Two Family dwelling construction for compliance to State, County and local codes. Performs other related work as required.

SUPERVISION Works under the general supervision of the Assistant Building Official who outlines assignments and reviews work through meetings and reports.
Supervision is not a regular responsibility of positions in this class.

#103, Building Inspector 2

GENERAL STATEMENT OF DUTIES Inspects all types and stages of building construction for compliance to state, county and local codes. Performs other related work as required.

SUPERVISION Works under the general supervision of the Assistant Building Official who outlines assignments and reviews work through meetings and reports.
Supervision is not a regular responsibility of positions in these classes, but an incumbent will be expected to take leadership in assisting less experienced inspectors on training assignments or inspections of a difficult or unusual nature.

#104, Building Plans Examiner Senior

GENERAL STATEMENT OF DUTIES Responsible for providing technical direction of plans examiners in order to assure proper and uniform review of construction plans in Marion County's Building Inspection program; makes recommendations for policy changes; keeps abreast of technological changes and makes recommendations for approval. Review all types of structures for compliance to state, county and local codes. Performs other related work as required.

SUPERVISION Works under the general supervision of the Assistant Building Official who outlines



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Personnel Findings and Recommendation Report

assignments and reviews work through meetings and reports.

Supervision of other employees is not a responsibility of positions in this classification. However, the incumbent acts as lead worker over Building Inspection employees, which, includes the reviewing of work, organizing, planning and scheduling work assignments, participating in interviews and making recommendations for selection of new personnel, providing training, and providing input on employee performance evaluations. In the absence of the Assistant Building Official and/or Building and Planning Division Manager, the Senior Plans Examiner may be assigned the Assistant Building Official's responsibilities on a temporary basis.

#106, Building Plans Examiner 1

GENERAL STATEMENT OF DUTIES Examines 1 & 2 Family Dwelling building plans and plans for related accessory structure for compliance with the State of Oregon Residential Specialty Code, assists the general public in obtaining permits and compliance with the requirements of the Oregon Residential Specialty

SUPERVISION Code and local ordinances; performs related work as required. Works under the supervision of the Assistant Building Official who outlines assignments and reviews work through conferences and reports. Supervision is not a responsibility of positions in this classification.

#107, Building Plans Examiner 2

GENERAL STATEMENT OF DUTIES Examines and recommends corrections to building plans of a complex or highly technical nature, assists the general public in obtaining permits and compliance with the requirements of the building code. Performs other duties as required.

SUPERVISION Works under the supervision of the Assistant Building Official who outlines assignments and reviews work through conferences and reports. Supervision of other employees is not a responsibility of positions in this class; however, an incumbent will be expected to take leadership in assisting less experienced examiners on training assignments or examinations of a difficult or unusual nature.

#200, Juvenile Probation Officer Trainee

GENERAL STATEMENT OF DUTIES This is an entry level position in the Juvenile Probation Officer classification series; under close supervision, performs professional casework in the supervision and counseling of youth and their families while utilizing the evidence based practices model. This model utilizes research data in designing services to achieve identified outcomes established by the Juvenile Department. Performs other duties as assigned.

Upon satisfactorily meeting the experience, knowledge, training requirements, skills and abilities of a Juvenile Probation Officer, the employee may be promoted to the classification of Juvenile Probation Officer.

SUPERVISION Works under the close supervision of a Juvenile Program Supervisor who sets goals, assigns caseload, and reviews performance by observation and through reports and conferences. May also receive department orientation and consultation with Juvenile Probation Officers. Supervision of other employees is not a responsibility of positions in this class.

#201, Juvenile Probation Officer

GENERAL STATEMENT OF DUTIES Performs professional casework in the supervision and counseling of



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Personnel Findings and Recommendation Report

youth and their families while utilizing the evidence based practices model. This model utilizes research data to achieve identified outcomes of the department. Performs other duties as required.

SUPERVISION Works under the general supervision of a Juvenile Program Supervisor, who sets goals, assigns caseload and reviews performance by observation and through reports and conferences. Supervision of other employees is not a responsibility of positions in this class. However, acts as lead worker over Juvenile Probation Officer Trainees, student placements, and volunteers. If in a lead worker position, may provide guidance to other Probation Officers.

#224, Alternative Program Worker 3

GENERAL STATEMENT OF DUTIES Facilitates the coordination, development, and administration of day-to-day operations of juvenile programs involving the community; monitors juvenile offenders in the daily activities of programs; and performs other related work as required.

SUPERVISION Works under the supervision of the Alternative Programs Supervisor or Assistant Supervisor, who assigns work, establishes goals and reviews for conformance to established standards and statutes. Supervision of other employees is not a responsibility of positions in this class. As lead worker, may oversee and direct the functional and technical duties of Alternative Programs Worker 2, Juvenile Relief staff, work study, practicum and voluntary positions. Provides supervision of youth assigned to programs.

In determining if classifications are appropriately compensated HR conducts a market review in accordance with county personnel rules and HR practices. The review identifies which pay grade will bring the classification closest to the mean (0%) of market comparables within the county's current pay structure; in addition to these market findings, funding and internal equity are also considered when establishing the pay grade.

After review, HR found these classifications to be below market.

- Recommendation:**
1. In Unit 06, MCEA, adjust upward pay range of class code #102, Building Inspector 1;
FROM pay grade 06.C21 AK (\$21.01 / \$3,641.73 - \$28.13 / \$4,875.87) -7.22% below market comparables.
TO pay grade 06.C23 AK (\$23.14 / \$4,010.93 - \$31.03 / \$5,378.53) 2.80% above market comparables.
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FROM pay grade 06.C21 AK (\$21.01 / \$3,641.73 - \$28.13 / \$4,875.87) -1.37% below market comparables.
TO pay grade 06.C50 AK (\$21.36 / \$3,702.40 - \$28.62 / \$4,960.80) 0.37% above market comparables.
Under FLSA, positions in this classification are non-exempt from overtime.
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TO pay grade 06.C53 AK (\$24.68 / \$4,277.87 - \$33.10 / \$5,737.33) 0.34% above market comparables.
Under FLSA, positions in this classification are non-exempt from overtime.

8. In Unit 06, MCEA, adjust upward pay range of class code #224, Alternative Program Worker 3;
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TO pay grade 06.C22 AK (\$22.06 / \$3,823.73 - \$29.55 / \$5,122.00) based on internal equity.
Under FLSA, positions in this classification are non-exempt from overtime.

9. Approve recommendation

I concur with the findings of the Human Resources Department and approve the actions detailed above.


Jan Fritz, Personnel Officer

7/13/18
Date

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Juvenile Probation Officer Trainee

Class Code 200

Bargaining Unit: 06

Marion County Employees Association

FLSA: Non-Exempt

EEOC: 04 Protective Services

Department: Juvenile

GENERAL STATEMENT OF DUTIES

This is an entry level position in the Juvenile Probation Officer classification series; under close supervision, performs professional juvenile case management work and in the supervision and counseling of youth and their families while utilizing the evidence based practices model. This model that are supported by ~~utilizes~~ research data in designing services designed to achieve identified outcomes established by the Juvenile Department. ~~Performs other~~ Performs other duties as assigned.

Upon satisfactorily meeting the experience, knowledge, training requirements, ~~skills~~ skills, and abilities of a Juvenile Probation Officer, the employee may be promoted to the classification of Juvenile Probation Officer.

SUPERVISION RECEIVED

Works under the close supervision of a Juvenile Program Supervisor who sets goals, assigns caseload, and reviews performance by observation and through reports and conferences. May also receive department orientation and consultation with Juvenile Probation Officers.

SUPERVISION EXERCISED

Supervision of other employees is not a responsibility of positions in this class.

EXAMPLES OF DUTIES (Duties may include, but are not limited to the following)

1. Interviews and assesses the needs of referred juveniles youth and families; completes assessments; provides counsel and makes referrals to appropriate community and department resources; establishes and maintains 80% to 100% of an average assigned caseload, at least through a standard employee probationary period.
2. Prepares timely reports and orders for the case record and Court; prepares and presents information regarding clients to the Court; presents dispositional recommendations, and supervises dispositions ordered by the Court (ORS 419A and 419C) and provides case management and interventions for juveniles.
- 2.3. Develop, monitor, and update case plans that include evidence-based practices to address the needs, strengths and risk level of juveniles.
- 3.4. Makes contact with victims, negotiates recommends restitution amounts for FAAs, recommends department and court fees, to the Court and monitors the collection of all financial obligations.
- 4.5. Collaborates -Confers and coordinates with public and private agencies and utilizes community resources to develop aid-case plans ning and juvenile placements of youth.
5. Escorts clients to and from detention for Court hearings, medical appointments, etc; may provide back-up security as required.

- ~~6.~~—May have physical contact with aggressive juveniles clients-or address volatile situations; may respond to emergency or crisis events. ~~situations and interact to diffuse aggressive behavior.~~
- 7.6. Collects juvenile urine samples for testing.
- ~~8.~~ ~~Monitors the collection of urinalysis from clients.~~
- 7. Maintain collaborative relationships with department personnel and programs to facilitate services to juveniles.

EXPERIENCE AND TRAINING

1. A Bachelor's degree from an accredited college or university with major course work in social or behavior science or a related field. AND,
2. Experience and training that will demonstrate the required knowledge and abilities.

SPECIAL REQUIREMENTS

- ~~Must possess, or obtain within 30 days of hire, a valid Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record. Possession of, or obtain within 30 days of employment, a valid Oregon driver's license. Maintain an acceptable driving record.~~
- Requires ability to secure and maintain custody of resistive juveniles.
- Complete county and department mandatory trainings.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of: juvenile development, risk and protective factors, family systems growth and adjustment difficulties; assessment and counseling intervention techniques with juveniles and families; and the and-juvenile justice system-and motivational interviewing.

Ability and skill to: communicate effectively in written and oral form; conduct interviews of juveniles and families; gather, evaluate and integrate pertinent information for case planning and decision making make recommendations on disposition of cases; act as a liaison-person in the community; work with individuals from a variety of socioeconomic and cultural backgrounds; manage and adapt to changes in work flow, juvenile justice practices, and/or department directives; develop cooperative working relationships with other employees and the public; effectively operate a keyboard, computer and navigate computer software; drive a motor vehicle; physical ability to assist in securing and maintaining custody of resistive juveniles. ~~Intake probation unit only).~~

REVISED 03/79; 07/81; 08/89; 10/96; 03/98 (retitled); 11/01; 09/06; 08/12; 11/13; 10/14;
07/18
MR 08/12; 07/18



O R E G O N

Juvenile Probation Officer

Class Code 201

Bargaining Unit: 06

Marion County Employees Association

FLSA: Non-Exempt

EEOC: 04 Protective Services

Department: Juvenile

GENERAL STATEMENT OF DUTIES

Performs professional casework in the supervision and counseling of youth-juveniles and their families while utilizing ~~the~~ evidence-based practices. ~~This model u~~Utilizes research data to achieve identified outcomes of the department. ~~Performs other duties as~~ required assigned.

SUPERVISION RECEIVED

Works under the general supervision of a Juvenile Program Supervisor, who sets goals, assigns caseload, and reviews performance by observation and through reports and conferences.

SUPERVISION EXERCISED

Supervision of other employees is not a responsibility of positions in this class. However, acts as lead worker over Juvenile Probation Officer Trainees, student placements, and volunteers. If in a lead worker position, may provide guidance to other Probation Officers.

EXAMPLES OF DUTIES (Duties may include, but are not limited to the following)

1. Interviews and assesses the needs of referred youth and families; provides counsel and makes referrals to an appropriate community and department resources.
2. Prepares timely reports for the case record and Court; prepares and presents information regarding clients to the Court; presents dispositional recommendations and supervises dispositions ordered by the Court (ORS 419A and 419C).
3. Makes contact with victims, recommends restitution amounts to the Court, and monitors the collection of restitution.
4. Confers and coordinates with public and private agencies and utilizes community resources to aid case planning and placement of youth.
5. Addresses public and private agency personnel and civic groups concerning the Juvenile Court.
6. Escorts clients to and from detention for Court hearings, medical appointments, etc.; provides back-up security as required.
7. May have physical contact with aggressive clients-Juveniles or address volatile situations; may respond to emergency or crisis events. situations and interact to diffuse aggressive behavior.
8. Monitors the collection of Urinalysis from clients. Collects juvenile urine samples for testing.
- 8.9. Maintain collaborative relationships with department personnel and programs to facilitate services to juveniles.

EXPERIENCE AND TRAINING

1. A Bachelor's degree from an accredited college or university with major course work in social or behavior science or a related field AND Two (2) years of paid experience working with high risk youth OR,
2. Five (5) years of Juvenile Probation Officer Experience. AND,
3. Experience and training that will demonstrate the required knowledge and abilities.

SPECIAL REQUIREMENTS

- Must possess, or obtain within 30 days of hire, a valid Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record.
- ~~Possession of, or obtain within 30 days of employment, a valid Oregon drivers license. Maintain an acceptable driving record.~~
- Requires ability to secure and maintain custody of resistive juveniles.

KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of: Evidence based ~~practicesservicees~~, effective practices in correctional settings (EPICS), case plans, and motivational interviewing; ~~growth and adjustment difficulties~~juvenile development, risk and protective factors, family systems with juveniles; assessment and ~~counseling-intervention~~ techniques with juveniles and families in the juvenile justice system.

Ability and skill to: communicate effectively in written and oral form; conduct interviews of juveniles and families: gather, evaluate, and integrate pertinent information for case planning and decision making. ~~make~~Make recommendations on disposition of cases; act as a liaison person in the community; work with individuals from a variety of socioeconomic and cultural backgrounds; manage and adapt to changes in work flow, juvenile justice practices and department directives; develop cooperative working relationships with other employees and the public; effectively operate a keyboard and computer; drive a motor vehicle; supervise student placements and volunteers; physical ability to assist in securing and maintaining custody of resistive juveniles. ~~(Intake probation unit only).~~

REVISED 03/79; 07/81; 08/89; 10/96; 03/98 (retitled); 03/01; 11/01; 09/06; 03/08; 08/12; 11/13; 10/14; 07/18
MR 12/11; 8/12; 07/18



OREGON

Alternative Program Worker 3

Class Code 224

Bargaining Unit: 06

Marion County Employees Association

FLSA: Non-Exempt

EEOC: 04 Protective Services

Department: Juvenile

GENERAL STATEMENT OF DUTIES

Facilitates the coordination, development, and administration of day-to-day operations of juvenile programs involving the community; monitors juvenile offenders in the daily activities of programs; and performs other related work as required.

SUPERVISION RECEIVED

Works under the supervision of the Alternative Programs Supervisor or Assistant Supervisor, who assigns work, establishes goals and reviews for conformance to established standards and statutes.

SUPERVISION EXERCISED

Supervision of other employees is not a responsibility of positions in this class. As lead worker, may oversee and direct the functional and technical duties of Alternative Programs Worker 2, Juvenile Relief staff, work study, practicum and voluntary positions. Provides supervision of youth assigned to programs.

EXAMPLES OF DUTIES (Duties may include, but are not limited to the following.)

1. Provides orientation for incoming youth and assists them in making the initial adjustment to the program; provides ongoing instruction to youth; attends to daily needs of youth regarding medical attention, equipment, meals, etc.
2. Assesses juveniles for potential physical, behavioral issues, mental health issues; and makes appropriate notifications and documentation.
3. Completes paperwork required by policy on juveniles' activities; maintains files on individual youth; writes evaluations of individual behaviors and performance as observed by daily contact and supervision methods including daily grading/scoring; maintains statistical records as required; occasionally provides information and recommendations in court for designated program youth; provides information about Alternative Programs to other agencies and organizations.
4. Teaches and trains youth about the respect of authority; observes and anticipates potential hostile behavior or juveniles in different levels and takes necessary preventative action, including the use of mechanical and/or physical restraints.
5. Participates in program staffings; makes decisions on the placement of appropriate juveniles in different levels; provides support to Assistant Program Supervisor in scheduling staff to projects and youth.
6. May participate in the hiring/selection process for Alternative Programs Worker 2, juvenile relief staff, practicum, work-study students and others as requested.
7. Works a variety of hours; may work weekend days, extended weekend shifts and evenings on a variable schedule.

8. Attends staff meetings.
9. Responds to emergency situations and interacts to diffuse aggressive situations.
10. Reports to appropriate departmental personnel any improperly functioning building apparatus, faulty equipment and needed repairs.
11. Maintains security of the facility including key and equipment control; follows department and program policies and procedures.
12. Develops and maintains effective working relationships with coworkers, clients, families and the public; exhibits cooperative behavior.
13. Provides training to Alternative Program Worker 2's, Juvenile Relief, practicum, and volunteers in program policies and procedures, power equipment; provides other staff training as requested.
14. Coordinates and administers community projects with agencies and the recipients of the service work; acts as on-site lead worker; assesses potential contracts and new senior/disabled clients for appropriateness and scheduling; oversees projects.
15. Evaluates performance of juveniles involved in vocational training, community service projects, recreation, and other related functions; provides vocational training to juveniles related to assigned program and in performing other types of community service work for the public.
16. Ensures program billings are completed in a timely manner; maintains statistical records, orders and maintains supplies.

In addition, positions may have additional duties as outlined below depending on the assigned program(s) needs.

- Restitution - Community Service Programs: Operates forestry-related equipment; learns other equipment skills as is needed by the program.
- Vocational Training Programs: Operates equipment specific to automobile/small engine mechanics; designs and fabricates projects using metal, including welding, and/or building construction; learns other vocational skills as is needed by the program

EXPERIENCE AND TRAINING

1. Completion of BA/BS degree with major course work related to Social Sciences, Business Management, Forestry, Horticulture; AND two years experience in one of the following areas, depending upon the nature of the position being recruited:
 - a. Dealing with juveniles, preferably with juvenile offenders; OR
 - b. Experience in forestry/landscaping/gardening, greenhouse operations and one year experience with juveniles or in a related program (juvenile experience may be concurrent); OR
 - c. Experience in auto mechanics, welding and/or carpentry/construction and one year experience with juveniles or in a related program (juvenile experience may be concurrent); OR
2. Any satisfactory equivalent six-year combination of education, training and/or experience relevant to the position.

SPECIAL REQUIREMENTS

- Must possess, or obtain within 30 days of hire, a valid Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record. Must have and maintain class C

~~valid Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record.~~

- Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
- Must possess, or obtain within 60 days of hire, Basic First Aid, CPR Certification, food handlers card.
- ~~For positions in auto mechanics, must be ASE Mechanical certified.~~

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Juvenile behavior and intervention techniques in working with them; juvenile laws in the State of Oregon; security and safety procedures and first aid; practical human relations; housekeeping procedures, landscaping, gardening, wood cutting and minor equipment maintenance. Working knowledge of evidence based practice with juveniles, to include Effective Practices in Correctional Settings (EPICS), Skill Streaming and Dialectical Behavior Therapy.

Skill and Ability: To train juveniles in outdoor work settings and; demonstrate the use of effective communication skill in a juvenile setting ; understand and follow oral and written instructions; communicate effectively in both oral and written form; keep records; work independently; work effectively with other agencies, employees and the public; work with individuals from a variety of socioeconomic backgrounds; restrain combative youth; operate a motor vehicle; basic computer skills; and work a flexible schedule.

- Restitution – Community Service Programs: Considerable knowledge of forestry practices. Skill and ability to train juveniles in outdoor maintenance work, landscaping, gardening; and operate forestry-related and outdoor equipment.
- Vocational Training Programs: Considerable knowledge of carpentry skills, mechanic, and/or welding. Skill and Ability to train juveniles in construction, mechanics and/or welding; and operate equipment used in mechanics, welding, and/or construction fields.

ADOPTED 07/86

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MR 08/12; 07/18