### City of Carson City Agenda Report

| Date Submitted: 7-23-13   | Agenda Date Requested: 8-1-13 Time Requested: Consent   |  |  |  |
|---|---|--|--|--|
| To: Board of Supervisors  |   |  |  |  |
| From: Ben Bianchi, Chief Juvenile Probation Officer   |   |  |  |  |
|   | reclassify the Juvenile Probation Officer<br>Probation Officer 2 (pay grade CPS 40)<br>ficer position (pay Grade CPS 40).       |  |  |  |
| Staff Summary: Candidates for the Juvat the lower end of the range and will no probation but will continue on in this ran promotion increase. |   |  |  |  |
| Type of Action Requested: (check on   | e)  |  |  |  |
| () Resolution   | () Ordinance  |  |  |  |
| (X)Formal Action/Motion   | () Other (specify)  |  |  |  |
| Does this Action Require a Business Impact Statement: ()Yes (X) No  |   |  |  |  |
| " • • • • • • • • • • • • • • • • • • •   | that the Board reclassify the Juvenile<br>and the Juvenile Probation Officer 2 (pay<br>le Probation Officer position (pay Grade |  |  |  |
| Explanation for Recommended Board alleviate the need to promote from JPO This will also allow the department to his                           |   |  |  |  |
| Applicable Statute, Code, Policy, Rule or Regulation: N/A   |   |  |  |  |
| Fiscal Impact: \$5,346.00   |   |  |  |  |

**Explanation of Impact:** Difference between the bottom of CPS 35 and CPS 40. Recent hires for the JPO position have come in at a higher rate (not the bottom of the scale) due to promotion in house or experience and training from applicants outside the City employee pool.

Supporting Material: Juvenile Probation Officer job description

Prepared By: Ben Bianchi, Chief Juvenile Probation Officer

| Reviewed By:            |                |              |          |
|-------------------------|----------------|--------------|----------|
|                         |                | Date:        | 7/23/13  |
| (City Mar               | nager)         | <b>D</b> ato | 4-7-     |
| 1                       | you Thom       | Date:        | 7/23/13  |
| (Human                  | Resources)     |              | 7/23/13  |
| (Finance<br>(District A | Alland h.      | Date:_       | 7/2-3/13 |
| (DISTRICT P             | (ttorriey)     |              |          |
| Board Action Taken:     |                |              |          |
| Motion(s):              | 1)             | /            | Aye/Nays |
|                         | 2)             |              |          |
|                         |                |              |          |
|                         |                |              |          |
|                         |                |              |          |
|                         |                |              |          |
|                         |                |              |          |
|                         |                |              | -        |
| (Vote Recorded          | <u></u><br>Ву) |              |          |

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## CONSOLIDATED MUNICIPALITY OF CARSON CITY

Department of Human Resources 201 North Carson Street, Suite 4, Carson City, NV 89701-4289 775-283-7241 http://www.carson.org

# INVITES APPLICATIONS FOR THE POSITION OF: Juvenile Probation Officer

An Equal Opportunity Employer

#### SALARY

\$22.13 - \$31.27 Hourly \$46,033.73 - \$65,045.14 Annually

**OPENING DATE:** 07/23/13

CLOSING DATE: Fri. 08/09/13 5:00 PM Pacific Time

#### **THE POSITION**

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.

Coordinates and implements correctional and rehabilitation programs for juveniles (age 8-21) such as counseling, behavior monitoring, and short-term out-of-home placements; to supervise the welfare and conduct of juveniles on probation; and to review, investigate and recommend dispositions of juvenile cases to the Court.

This is a judicial appointment from the First Judicial District Court of the State of Nevada.

#### **EXAMPLES OF DUTIES**

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

All required licenses and certificates must be maintained in active status without suspension or revocation throughout employment.

Possess and maintain an appropriate valid Nevada State driver's license. Possess or the ability to possess a P.O.S.T. II certification pursuant to State regulations and available P.O.S.T. training.

Possession of, or the ability to obtain, a certificate in CPR. Continued employment is contingent on these requirements.

#### **PHYSICAL DEMANDS:**

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

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may be made to enable individuals with disabilities to perform the essential functions.

Must have static and trunk strength to use all the muscle force possible to lift, carry, push or pull very heavy objects (lift/carry a body or push a car); explosive strength to use short bursts of muscle force to propel one's self (subdue a suspect).

Must possess stamina and dynamic strength enough to exert oneself physically over a period of time without muscle fatigue or without getting winded (chasing a suspect).

Must have flexibility to bend, twist or reach out with the body, arms, or legs and mobility enough to move one's body from place to place (pursue and/or subdue a suspect).

Must possess hearing sufficient to understand conversation in quiet and noisy environments and hearing enough to distinguish among environmental sounds and to determine the location of sound (understanding radio transmissions, distinguish between car backfires and gun shots, determining location of persons in distress, etc.).

Ability to speak clearly and distinctly in English so that one is clearly understood (transmitting information over two-way radio, talking with victims, suspects, etc.).

Must be able to wear a bullet proof vest and handle all safety concerns of the department; and must be able to drive in a vehicle for extended periods of time.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; the employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### TYPICAL 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:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to qualify: Graduation from an accredited college or university with major course work in criminal justice, sociology, psychology, social services or a closely related field; or a two (2) year Associates Degree in the above and three years of full time paid experience, that is listed below; OR graduation from high school or equivalent and five years of full time paid experience conducting casework services, and investigations, developing detailed reports, making program eligibility determinations, providing supervision services, conducting enforcement activities and preparing and presenting legal documents and/or reports in a court of law; qualifying experience may be obtained in a parole and probation, law enforcement, correctional casework or comparable setting.

#### LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, customers, and the general public. Bilingual skills (Spanish/English) preferred, but not required.

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#### MATHEMATICAL SKILLS:

Basic math skills to include addition, subtraction, multiplication, division and percentages.

#### REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; deal with problems involving several concrete variables in standardized situations. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals; write routine reports and correspondence; speak effectively before the public or other employees of the organization.

#### OTHER KNOWLEDGE, SKILLS AND ABILITIES:

- Effective methods of caseload management.
- Community programs, resources and services available for assistance to youths and families.
- Pertinent federal, state and local laws; court procedures for juvenile matters.
- Department and school district procedures and policies.
- Principles of counseling methods, techniques and applications.
- Sociological and psychological problems of youths and families.
- Interviewing techniques, investigative methods and arrest procedures.

#### Ability to:

- Recognize the signs and symptoms of substance abuse; identify potential child abuse and neglect.
- Learn effective methods of caseload management.
- Identify community programs, resources, and services available for assistance to youths and families. Learn pertinent federal, state and local laws; court procedures for juvenile matters.
- Communicate clearly and concisely, both orally and in writing.
- Build client rapport and maintain confidentiality.
- Work effectively in intense, stressful situations involving troubled youth and families.
- Supervise and coordinate the work of student interns and other volunteers.
- Establish and maintain effective working relationships with those contacted in the course of work including various community agencies, schools, and legal representatives.

#### SUPPLEMENTAL INFORMATION

#### WORKING ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in internal and external environments with exposure to inclement weather, and varying temperature; subject to physical harm such as dangerous vehicles, gun shots, and physical attacks; may be exposed to hazardous chemicals, drugs, infectious and communicable diseases; required to physically restrain persons; subject to extended periods of intense concentration in preparing law enforcement reports; must be able to work during weekdays, weekends, and holidays, on any assigned shift.

#### CONDITIONS:

All required licenses must be maintained in an active status without suspension or revocation throughout employment.

Any employee may be required to stay at or return to work during emergencies

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to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a nontraditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Employees may be required to complete Incident Command System training as a condition of continuing employment.

Employees must be willing to work overtime, shift work, weekends, flexible hours and holidays. Employees may be required to be on-call, may work under hazardous working conditions and in inclement weather. Employees in this position will have a one year probationary period. Must reside within 30 minutes of Carson City. Must maintain a home phone or accessible cell phone.

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 cost \$20.00. Employment is contingent upon passing the background check as outlined in Nevada Revised Statute (NRS) 289.510 and Nevada Administrative Code (NAC) 289.110.

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 1-9 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.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: http://www.carson.org

JUVENILE PROBATION OFFICER

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**FXAM #XXXXX** 

201 North Carson Street, Suite 4, Carson City, NV 89701-4289