



# ADULT PROBATION DEPARTMENT

## Pinal County Superior Court

971 Jason Lopez Circle · Pinal County Courthouse · Post Office Box 767 · Florence, Arizona 85132  
Telephone: (520) 866-5600 · FAX: (520) 866-5601

Rod R. McKone  
Chief Probation Officer

Date: August 25, 2016

To: Gregory Stanley, Pinal County Manager  
Angie Woods, Budget Director  
Patrick Camunez, Human Resource Director

From: Rod R. McKone, Chief Probation Officer

Subject: FY17 Creation of positions from Fees

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The Administrative Office of the Courts did not provide any operational funding to support six new probation officer positions. Adult Probation would like to create two additional positions from Probation Supervision Fees account (Fund 55). As detailed below, we are requesting an Administrative Assistant Position to provide general support for probation officers and a Collections Specialist. Additionally, we are requesting modification of a current Probation Officer II position to a Probation Officer IV (Supervisor). Approval of these proposals will have no impact on the general fund.

Fees collection is vital to the operation of the Adult Probation Department. The Probation Service Fees account is currently utilized to fund up to six support positions and three officer positions, as well as the bulk of the safety equipment, travel, risk management insurance and operating expenses. In an attempt to increase the collection rates of court ordered fines, restitution and supervision fees, we are requesting the creation of a Legal Collection Specialist II/Senior position. This position will work closely with the Clerk of the Superior Court to improve the monitoring of court ordered financial sanctions. Additionally, the position will work with Probation Officers to establish processes to monitor and improve caseload collections rates by instituting more efficient and effective collection practices, which will enable officers to concentrate efforts on supervision activities which will enhance the likelihood of successful completion of probation.

The Adult Probation Department is currently hiring temporary services personnel to fill the service gaps. In an attempt to alleviate this issue, we are proposing the creation on an Administrative Assistant position. It is our plan to utilize this position to more evenly distribute workload and coverage and eliminate the need for temporary service personnel.

The changes in workload described above has required Adult Probation analyze the organizational structure. The results identified a need to add a Supervisor (PO IV) position. The identified change will assist in distributing the supervision of staff and oversight of services and programs, which will improve our ability to provide service to the court, citizens of Pinal County, and persons under our supervision.



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This proposal includes a request for the elimination of the currently vacant General Fund Probation Officer II position

### Eliminate

<b>Fund 10 Cost Center 2620341 #1650</b>	<b>Salary</b>	<b>ERE</b>	<b>Total</b>
Probation Officer II	\$52,874.00	\$23,820.00	\$76,693.00

### Create

<b>Fund 10 Cost Center 2620341</b>	<b>Salary</b>	<b>ERE</b>	<b>Total</b>
Probation Officer IV	\$52,874.00	\$23,820.00	\$76,693.00

<b>Fund 55 Cost Center 2620135</b>	<b>Salary</b>	<b>ERE</b>	<b>Total</b>
NEW Legal Collection Specialist, Senior	\$41,467.40	\$15,700.00	\$57,167.00
NEW Administrative Assistant	\$30,433.00	\$13,573.00	\$44,006.00
NEW POIV position portion	\$11,683.00	\$3,560.00	\$15,243.00
Total	\$83,583.40	\$32,833.00	\$116,416.00

This additional positions and modification would have no impact on the General Fund.

Please contact me at ext. 5645 to discuss further if you have any questions.