

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 28 day of March, 2023.

Upon the motion of Commissioner Van Beek and the second by Commissioner Holton the Board resolves as follows:

To approve changes to **job title, job description and pay grade** of one (1) position in Juvenile Probation.




**One (1) Project Coordinator**, salary range Min \$52,790.88 - Mid \$59,619.73 - Max \$70,397.65; Position Control Number 44 300 266 FLSA Non-Exempt.

To

**One (1) Assistant Director**, salary range Min \$67,264.99 - Mid \$77,992.77 - Max \$92,253.24; Position Control Number 44 300 266, FLSA will be Exempt.

Updated PCN list and job description is attached.

☒ Motion Carried Unanimously  
☐ Motion Carried/Split Vote Below  
☐ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 Commissioner Leslie Van Beek			
 Commissioner Brad Holton	X		
 Commissioner Zachary Brooks			

Attest: CHRISTOPHER W. YAMAMOTO, CLERK

  
Deputy Clerk

Date: 3-28-23

#23-041



## **Assistant Director Juvenile Probation**

**Department:** Juvenile Probation

**FLSA Designation:** Exempt

**Effective Date:** 03. .2023

### **General Statement of Duties**

Assists in the management and daily operations of the Juvenile Probation Department and functions as a Probation Officer. Provides guidance, training, and direct supervision to supervisors and employees. Assists monitoring program contracts and projects as necessary. Assumes responsibilities of all aspects of the Juvenile Probation Department and its operations in the absence of the Director.

### **Classification Summary**

The principal function of an employee in this class is to assist the Director manage the department operations. Conducts one-on-one meetings with Supervisors, provides training to new staff, provides guidance to Supervisors with regards to case supervision, conducts file audits, and assists the public. This position also fills in for the Director of Juvenile Probation when the Director is unavailable. The work is performed under the supervision of the Director of Juvenile Probation but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment that includes exposure to potential personal danger.

### **Examples of Work (Illustrative Only)**

#### **Essential Duties and Responsibilities (may vary with specific positions):**

- Administers and supervises the operations of the Juvenile Probation Department in order to ensure compliance with the Probation Standards of the State of Idaho, federal rules, county laws, state statutes, codes, ordinances, and state rules;
- Recruits, hires, trains, supervises and evaluates employees;
- Assists in the development of the department budget;
- Recommends changes to department policies and procedures;
- Assists in setting department goals, priorities, and objectives;
- Assists in the development of programs and monitors provider contracts;
- Conducts one-on-one meetings with Supervisors and holds monthly staff meetings;
- Conducts audits of offender files;
- Coordinates the departments inspections/audits;
- Assists Probation Officers with offender supervision when necessary;
- Conducts evaluations of staff;
- Attends court and evidentiary hearings and presents recommendations and/or testimony on violations and sentencing when necessary to assist Probation Officers;
- Documents and maintains records for employees under their supervision;
- Prepares monthly or other periodic statistical reports;
- Fills in for the Director of Juvenile Probation in his/her absence;
- Liaisons with the Court, Commissioners, Law Enforcement, Prosecutor, Public Defender and the general public as needed;
- Performs all work duties and activities in accordance with County, department and court policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Participates in daily operations and performs duties of subordinates, as needed;
- Performs other related duties as required.

## **Knowledge, Skills and Abilities**

### **Knowledge of:**

- Human and criminal behavior;
- Interviewing, counseling, and investigative techniques applicable to case monitoring;
- Idaho and County statutes, laws, codes, and regulations governing juvenile arrest, detention, and criminal court practices, terminology and procedures;
- Departmental programs, policies, procedures, and operations as applied to the work performed;
- Various evaluation and treatment programs, social and service agencies and other community resources available to defendants;
- File and information management methods and procedures;
- Operation of standard office equipment, including a personal computer;
- Employee hiring, supervisory, training, and evaluation methods, techniques and objectives.

### **Ability to:**

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Gather and analyze facts and evidence and draw logical and objective conclusions;
- Maintain a professional demeanor during stressful, volatile and hostile situations;
- Compile pertinent data and prepare clear, concise and accurate reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with assigned defendants, service providers, supervisors, other County employees, defense and prosecuting attorneys, the public and other County and state agencies;
- Respond to citizen requests in a courteous and effective manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Make sound and reasonable decisions in accordance with laws, codes, regulations and established procedures;
- Operate standard office equipment, including a personal computer and applications appropriate to assigned duties;
- Operate a motor vehicle;
- Operate specialized equipment such as electronic monitoring, alcohol detection and personal defense devices;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines and set project priorities;
- Maintain defendant and department confidentiality;
- Supervise, train and evaluate employees;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

## **Acceptable Experience and Training**

- Bachelor's Degree in Criminal Justice, Behavioral or Social Sciences, or related field is required; Master's Degree in said field preferred;
- Five (5) years' experience in probation monitoring, social services, or court related behavioral services including supervisory experience, is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

## **Special Qualifications**

- Idaho NCIC access certification;
- Idaho driver's license;
- U.S. citizenship required prior to POST certification, within first year of employment;
- Notary Public certification;
- Must successfully complete a background investigation through the National Crime Information Center (NCIC).

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare a variety of written and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, a personal computer, and a motor vehicle;
- Sufficient personal mobility, agility, and physical strength and reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment.

**EOE Statement**

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.

Employee Name	Hire Date	PCN	Position	Min Salary
Ransom, Shelby	07/06/2021	788	Admin Spec	\$37,440.00
Vasquez, Melissa	05/09/2022	787	Admin Spec	\$37,440.00
Santana, Josephine	10/03/2022	785	Admin Spec	\$37,440.00
Zvacant.266,		266	Assistant Director	\$ 67,264.99
Garven, Ross	08/08/2011	088	Community Service Officer	\$52,790.88
Catalano, Maria	11/05/1990	592	Director of Juvenile Probation	\$90,335.93
Hall, Linda	12/07/1998	079	Division Supervisor	\$61,769.21
Orozco Jr, Jose	08/29/2011	068	Division Supervisor	\$61,769.21
Martinez, Mary	10/18/1999	085	Intake Officer	\$52,518.38
Vicandi-Bow, Frances	01/10/2000	789	Juv Prob Training Coordinator	\$53,596.39
Aldava, Michael	11/07/2022	086	Juvenile Probation Officer	\$52,790.88
Brown, Sydney	07/05/2022	048	Juvenile Probation Officer	\$52,790.88
Confalone, Sophia	11/26/2018	265	Juvenile Probation Officer	\$52,790.88
Heaton, Hannah	4/4/2022	082	Juvenile Probation Officer	\$52,790.88
Johns, Roxanne	11/26/2018	098	Juvenile Probation Officer	\$52,790.88
Welch, Colin	02/13/2023	262	Juvenile Probation Officer	\$52,790.88
Ceriani, Ella	05/31/2022	050	Juvenile Probation Officer	\$52,790.88
Asumendi, Celia	11/26/2018	905	Juvenile Probation Officer	\$52,790.88
Cuevaz-Carillo, Georgina	01/20/2015	786	Lead Admin Spec	\$45,875.92
Valadez, Blance	09/01/2014	264	Pre-Sentence Invest	\$49,757.41
Brewer, Logan	05/06/2013	790	Sr Juv Prob Off	\$52,790.88
Chavez Villagomez, Adrian	03/02/2015	049	Sr Juv Prob Off	\$52,790.88
Russell, Raena	12/16/2019	387	Sr Juv Prob Off	\$52,790.88
Ishida Sanchez, Jessica	12/20/2010	083	Sr Juv Prob Officer	\$52,790.88
Jackson, Stacey	09/01/2014	089	Sr Juv Prob Officer	\$52,790.88
Vance, Leticia	2/24/2007	080	Unit Supervisor	\$61,769.21

Mid Salary	Max Salary
\$45,875.92	\$54,087.98
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\$ 77,992.77	\$ 92,253.24
\$59,619.73	\$70,397.65
\$94,387.46	\$116,457.78
\$65,967.89	\$77,981.87
\$65,967.89	\$77,981.87
\$59,347.23	\$67,210.49
\$58,149.32	\$68,652.56
\$59,619.73	\$70,397.65
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\$59,619.73	\$70,397.65
\$59,619.73	\$70,397.65
\$51,955.94	\$61,303.78
\$55,474.46	\$65,477.39
\$59,619.73	\$70,397.65
\$59,619.73	\$70,397.65
\$59,619.73	\$70,397.65
\$59,619.73	\$70,397.65
\$59,619.73	\$70,397.65
\$65,967.89	\$77,981.87