

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 14 day of May, 2025

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

- Adopt the **job description and wage grade in Misdemeanor Probation Department**
- Approve the change to the **wage grade of two (2) positions** in the Misdemeanor Probation Department

One (1), Sr Misdemeanor Probation Officer, wage grade 13, position control number 42 294 076, FLSA non-exempt

To

One (1), Sr Misdemeanor Probation Officer, wage grade 14, position control number 42 294 076, FLSA non-exempt


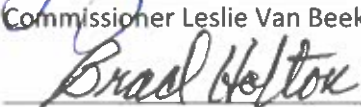
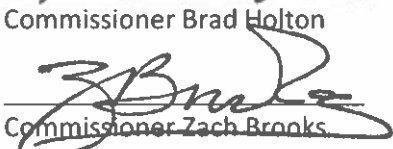
One (1), Sr Misdemeanor Probation Officer, wage grade 13, position control number 42 294 026, FLSA non-exempt

To

One (1), Sr Misdemeanor Probation Officer, wage grade 14, position control number 42 294 026, FLSA non-exempt

Job descriptions are attached

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

	Yes	No	Not Vote
 Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Zach Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: Rick Hogaboam, Clerk


Deputy Clerk

Date: 5/14/25

#25-107



Senior Misdemeanor Probation Officer

Department: Misdemeanor Probation

Pay Grade: 14

FLSA Designation: Non-Exempt

Effective Date: 5/8/2025

Job Summary

The principal function of an employee in this position is to manage a caseload of defendants to determine compliance with court-ordered terms of probation for the protection of the community. Work includes referring defendants to appropriate mental health and substance evaluations and treatment as required. Monitoring compliance with court orders and sentencing requirements, compiling and maintaining case files, recommending further conditions of probation, and initiating petitions to revoke probation. The work is performed under the supervision of the Director of Misdemeanor Probation with considerable latitude granted for the exercise of independent judgment and initiative.

Key Responsibilities:

- **Caseloads**
 - Manages an assigned caseload of offenders on supervised probation, establishing and maintaining case files on each offender, scheduling appointments for established periodic visits
 - Documents and maintains records of all contacts with defendants, prepares monthly or other periodic statistical reports
 - Prepares referrals for mental health, counseling, substance abuse, or other evaluations and treatments, and monitors attendance and progress of treatment
 - Conducts home visits and searches, bar checks as necessary, monitors restitution and fine payment schedules, and urinalysis testing, collects and monitors probation, restitution fees, and fine payment schedules
 - Acts as a lead employee to help mentor probation officers, and assists in the training of new employees as required
- **Court**
 - Attends court and evidentiary hearings and presents recommendations and/or testimony on violations and sentencing
 - Monitors court dockets, calendars, and runs record checks to determine additional offenses, recommending further conditions, initiates an affidavit to revoke, or petitions for early termination of probation
 - Supervises individual offenders for compliance with court orders and sentence requirements, conducts investigations to determine offender adherence to court-ordered conditions
- **Other Duties**
 - Performs all work duties and activities following County policies, procedures, and safety practices
 - All other duties as assigned

Qualifications

Skills and Abilities

- Interviewing, counseling, and investigative techniques applicable to case monitoring

- Idaho and county statutes, laws, codes, and regulations governing misdemeanor arrest, detention, and probation
- Various evaluation and treatment programs, social and service agencies, and other community resources available to defendants
- Gather and analyze facts and evidence, and draw logical and objective conclusions
- Establish and maintain effective working relationships with assigned defendants, service providers, supervisors, defense and prosecuting attorneys, the public, and other county and state agencies
- Operate specialized equipment such as electronic monitoring, alcohol detection, and personal defense devices

Special Qualifications

- Idaho NCIC access certification
- Idaho POST Certification, U.S. citizenship required prior to POST certification, within the first year of employment
- Must successfully complete a background investigation

Education and Experience

- High school diploma or GED required, bachelor's degree in criminal justice, behavioral, or social sciences preferred
- Three (3) years' experience in probation monitoring, social service, or court-related behavioral services is preferred

Essential Physical Abilities

- Clear speech with or without an accommodation, to effectively convey detailed or important instructions or ideas accurately, loudly, and/or quickly
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information
- Visual acuity, with or without an accommodation, to read instructions, review, and organize documents
- Requires sufficient personal mobility and physical reflexes, which permit the employee to function in a general office environment to accomplish tasks
- Ability to lift 50 lbs

Disclaimer:

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

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.



HUMAN RESOURCES OFFICE
Canyon County, Idaho

Marty Danner
Director, HR

MEMO

To: BOCC

From: Marty Danner – HR Director

Date: 05/08/2025

Subject: Request for title change and wage grade adjustment in the Misdemeanor Probation Department

Chairman Holton, Commissioner Brooks, and Commissioner Van Beek,

During compensation discussion for FY26 budget with Misdemeanor Probation Director Breach, I discovered an inconsistency in the titles and grades within the department.

The department utilizes two levels of probation officers: Misdemeanor Probation Officer and Senior Misdemeanor Probation Officer. Currently, two Position Control Numbers (PCNs) are designated as Senior. However, upon review, it was discovered that key steps in the classification process for the Senior Misdemeanor Probation Officer position were never completed. Specifically, the job description was never formally approved, and the position was not accurately assigned a grade within the County's classification and compensation system.

After speaking with Director Breach about responsibilities and looking at comparison of neighboring counties, this position warrants a wage grade assignment of Grade 14.

There is no fiscal impact for FY25, as both employees currently occupying these positions are already being compensated at Grade 14.

This request is intended to ensure consistency, acknowledge the distinction between position levels, and align the wage with the responsibilities outlined in the job description.

Sincerely,

Marty Danner

HR Director