



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Probation



**Date:** November 18, 2013  
**Board Meeting Date:** January 7, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** John T. Keene, Chief Probation Officer  
**Subject:** Conversion of a Group Supervisor II to an Institution Services Manager Position

**RECOMMENDATION:**

Introduction of an ordinance amending the Master Salary Ordinance to delete one classified Group Supervisor II position and add one classified Institution Services Manager position, and waiver of reading the ordinance in its entirety.

**BACKGROUND:**

There are currently eight Institution Services Managers (ISM) within the Probation Department who coordinate the daily activities of the Institution's programs (Youth Services Center, Camp Kemp, Camp Glenwood); plan, direct, supervise and evaluate the work of subordinate personnel; explain and interpret departmental policies and procedures to staff and monitor compliance. Two of the ISM's are assigned to Camp Glenwood in La Honda, one ISM to Camp Kemp Girls Camp, the remaining five to the Youth Services Center (YSC). Of those five at YSC, two ISM's are assigned to the graveyard staff, leaving three permanently assigned ISM's at the YSC during the day and evening shifts and an "open management/ISM shift" of approximately 30-40 hours a week.

The ISM assigned to Camp Kemp had been able to cover most of these hours over the past three years. However, with the "reopening" of the Camp Kemp facility, this is no longer possible. The vacated hours are now being covered by rotating Group Supervisor IIIs, the non-management "lead staff", which is not a viable arrangement.

**DISCUSSION:**

A vacant Group Supervisor II position is being reclassified to an Institutions Services Manager position to fill this void and allow permanent management coverage of all shifts at the Youth Services Center. The addition of an Institutions Services Manager position will enhance Institutions operations and enhance the safety and security of both youth and staff at the Youth Services Center.

The salary ordinance changes herein represent the:

Action: Delete: One (1) position of C005S, Group Supervisor II  
Biweekly Salary: \$2,098.40 - \$2,623.20  
Approximately Monthly Salary: \$4,547 - \$5,684

Add: One (1) position of D165, Institution Services Manager  
Biweekly Salary: \$2,667.20 - \$3,334.40  
Approximate Monthly Salary: \$5,779 - \$7,225

The Ordinance has been reviewed and approved by County Counsel as to form.

This amendment to the Salary Ordinance Amendment contributes to the Shared Vision 2025 outcome of a Safe Neighborhood by ensuring that the department has staffing capacity to manage the detention facilities and meet Title 15 requirements.

**FISCAL IMPACT:**

This action represents an estimated increase of \$20,000 in the salary and benefits, which will be funded by general departmental savings.