



Memorandum

To: Kate Sheehan
Division Director

Thru: Pam Day
Deputy Director

From: Rob Montoya
Studies Analyst

Date: June 1, 2020

Subject: Class Study - Division of Juvenile Justice

Summary:

The Division of Personnel & Labor Relations (DOPLR) has completed its review of the authorities and responsibilities assigned positions allocated to the Juvenile Justice Superintendent I thru III and the Juvenile Probation Officer V. The Division of Juvenile Justice requested DOPLR review their reorganization plans to improve workflow and reporting efficiencies within the management cadre organizational structure. The completed work product includes updated class specifications for the Juvenile Justice Superintendent I thru III and establishing the Juvenile Probation Officer V [a new job class] to meet the agencies business needs by improving recruitment and career advancement and streamlining reporting to executive management.

The minimum qualifications for the Juvenile Probation Officer IV was also moved to the competency-based format and will be made effective June 1, 2020.

The minimum qualifications for the Juvenile Probation Officer I - III were also moved to the competency-based format and will be made effective June 16, 2020.

Study Results:

The following tables summarize the newly created and updated job classes, coding, salary ranges, assigned positions, and FLSA indicator.

Updated Job Classes	Class Coding	Range	Positions	FLSA
Juvenile Justice Superintendent I	PJ0351	20	9	Y
Juvenile Justice Superintendent II	PJ0352	21	0	Y
Juvenile Justice Superintendent III	PJ0353	22	1	Y

The class specifications have been updated with current information. The salary ranges were reviewed for appropriate internal alignment. The minimum qualifications are in the new competency-based format. No PDs were submitted. No actions are required in the OPD system. The effective date is June 1, 2020.

New Job Class	Class Coding	Range	Position	FLSA
Juvenile Probation Officer V	PJ0455	22	1	Y

This new job class is established as a single position class. The salary range is established at range 22. The class specification has been created with current information. The minimum qualifications are in the new competency-based format. The position is being processed in the OPD system as a reclass up. The effective date is June 1, 2020.

Cc: Tracy Dompeling – Division Director
 Division of Juvenile Justice
 Department of Health & Social Services

Heidi Redick – Division Operations Manager
 Division of Juvenile Justice
 Department of Health & Social Services

Brook Larson – Administrative Operations Manager II
 Division of Juvenile Justice
 Department of Health & Social Services

Sana Efird – Division Director
 Division of Finance & Management Services
 Department Health & Social Services

Kimberly King – Human Resource Manager
 Division of Finance & Management Services
 Department of Health & Social Services

Rachel Atkinson – Payroll Services Manager
 Division of Personnel & Labor Relations
 Department of Administration

Cindy Keyes – Payroll Services Supervisor
 Division of Personnel & Labor Relations
 Department of Administration