COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

January 20, 2012

The Honorable
Erie County Legislature
92 Franklin Street – Fourth Floor
Buffalo, New York 14202

ECLEG JAN24'12 AM 9:06

RE: Creation of three (3) Probation Assistant positions within the Probation Department

Honorable Members:

Attached, please find a proposed resolution and an accompanying memorandum from the Erie County Probation Department requesting authorization to create three (3) new Probation Assistants position funded with state and federal aid in the Department of Social Services Administration.

The Probation Assistant positions will provide support that allows Probation Officers to allocate necessary time for work in the field, increasing their presence in the community and maintaining proper supervision of offenders.

Should your honorable body require further information, I encourage you to contact the Probation Department. Thank you for your consideration on this matter.

Sincerely,

MARK C. POLONCARZ
Erie County Executive

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: The Erie County Probation Department
Re: **Creation of three (3) Probation Assistant Positions within the Probation Department**
Date: **January 19, 2012**

SUMMARY

The attached resolution requests authorization to create three (3) Probation Assistant positions within the Erie County Department of Probation. The positions are funded with state and federal aid in the Department of Social Services.

FISCAL IMPLICATIONS

The three (3) new Probation Assistant positions are funded with state and federal aid to Social Services Administration. No additional county funding is required.

REASONS FOR RECOMMENDATION

The Erie County Probation Department staff was reduced by 34 positions in 2011. All Probation Assistant positions were eliminated from the Fund 110 operating budget. In addition to significantly reducing the amount of administrative support given to our Probation Officers, this also required that three (3) officers actually be taken off the line to perform administrative and support functions previously performed by significantly less expensive Probation Assistants. Funding these new Probation Assistant positions will enable the Probation Department to place three (3) more Probation Officers into caseloads, helping to decrease other caseloads in the department while increasing our presence in the community and supervision of offenders.

BACKGROUND INFORMATION

The Erie County Probation Department (ECPD) has received funds from the Department of Social Services to operate a Preventive Service Program which are partially reimbursed. The Department of Social Services (DSS) has now shifted the Probation Preventive Service program to 100% reimbursement, which means that the county share dollars allocated to Probation in the 2012 Adopted Budget will not be utilized by the Probation department.

In order to support public safety the ECPD in partnership with the DSS has identified available state and federal aid within the 2012 Adopted Budget Department of Social Services budget to fund the three (3) additional Probation Assistant positions without increasing county share.

NEGATIVE ACTION

The Erie County Probation Department will continue to use sworn Probation Officers to perform administrative and support duties that would be more properly performed by Probation Assistants.

STEPS FOLLOWING APPROVAL

Certified copies of this resolution will be forwarded to the Division of Budget & Management, the Office of the Comptroller, Personnel, the County Attorney, and the Probation Department c/o Dina Connors Room 112, 1 Niagara Plaza.

A RESOLUTION SUBMITTED BY:
Erie County Probation Department

RE: **Creation of three (3) Probation Assistant positions within the Probation Department**

WHEREAS, the Erie County Probation Department in partnership with the Erie County Department of Social Services has identified state and federal aid available for the purpose of creating three (3) addition positions within the Probation department; and

WHEREAS, the creation of these three positions will enable the Probation Department to allow Probation Officers to work in the field, have a presence in the community, and improve departmental supervision of offenders,

NOW, THEREFORE, BE IT

RESOLVED, that the following budget adjustment is hereby authorized in order to establish three (3) positions of Probation Assistant in the Department of Probation:

2012 Budget - Fund 110

Social Services - Fund Center 120	
Revenue	Increase
Account 407540 State Aid Social Srv Admin.	72,238
Account 411540 Federal Aid Social Srv Admin.	72,238
Total Revenue Increase	144,476
Expense	Increase
Account 912000 ID Billing DSS	144,476
Net Change Social Services	0

Probation - Fund Center 12610	
Expense (3/1/12-12/31/12)	Increase/(Decrease)
Account 500000 Full Time Salary	86,888
Account 501000 Overtime	5,200
Account 502000 Fringe Benefits	52,388
Account 912000 ID Billing DSS	(144,476)
Net Change Probation	0

and be it further

RESOLVED, that three (3) Probation Assistant, JG-7 position are created within the Department of Probation, (B-100 control number 6793) effective March 1st, 2012; and be it further

RESOLVED, that the Director of Budget, Management and Finance is hereby authorized to establish and adjust budgets as required to comply with State approved funding levels; and be it further

RESOLVED, that certified copies of this resolution be sent to the County Executive's Office, the Division of Budget and Management, the County Comptroller, the County Attorney, Personnel Department and the Probation Department c/o Dina Connors Room 112, 1 Niagara Plaza.