

Employee Advancement Policy

Approved: 
Date: June 2012

I. Policy

Employee advancement is based on skills, abilities, demonstration of knowledge and competency applicable to position and contingent upon satisfactory performance of duties in assigned position.

II. Purpose

The intent of employee advancement is to provide incentive for staff to receive pay-grade advancement based on skills and abilities, satisfactory performance, and knowledge of current best practices in their duties, ensuring the Probation System continues to hire and retain individuals committed to our mission.

III. Reference

Not applicable.

IV. Procedure

Assignment and Scheduling of Employee Classification

The Administrative Office of Probation tracks employee classification and scheduled pay-grade increases; however, the employee's immediate supervisor is encouraged to notify the Administrative Office of Probation when an employee approaches an anniversary date that signifies a position grade change. The scheduling of these events parallels the following classifications:

A. Support Personnel

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| Drug Technician | Assigned within a district at the discretion of the Probation Administrator. No additional pay grades apply. |
| Probation Secretary I | Satisfactorily complete a provisional period of six (6) months, but not exceeding twelve (12) months of service. Two (2) years of service in the Secretary I position. Need approval of immediate supervisor to advance. Title change and grade increase to Secretary II after demonstration of competence in duties. |
| Probation Secretary II | Satisfactorily complete three (3) years of service within position of Secretary I, demonstrating continued competence and growth in knowledge of office practices. Three (3) years of service in the position of Secretary II. Approval needed from the immediate supervisor to advance. Title and a grade change to Senior Secretary after having demonstrated competence in duties. |
| Probation Senior | The employee remains in position indefinitely unless |

Secretary appointed to a supervisory position, after demonstrating desire to broaden knowledge of best office practices and processes serving the justice community.

District Data Analyst District Data analysts may be assigned to one or more districts upon the determination of Administrative Office of Probation. This position requires the approval and recommendation of the Chief Probation Officer(s) in the districts served. An appointment occurs upon approval of the Probation Administrator. This position serves at the pleasure of the assigned Chief Probation Officer(s) of the districts served.

Office Manager I, II, III, IV This position requires the approval and recommendation of the Chief Probation Officer in the district. An appointment occurs upon approval of the Probation Administrator. This position serves at the pleasure of the Chief Probation Officer of the District.

B. Probationer Supervision Personnel

Case Monitor Assigned within the district at the discretion of the Probation Administrator.

Assistant Probation Officer Assigned within the district at the discretion of the Probation Administrator.

Problem-Solving Court Counselor Assigned within the district at the discretion of the Probation Administrator.

Probation Officer Trainee Change of title to Probation Officer after serving one (1) year as Probation Officer Trainee, completion of all core training and demonstration of competency in core skills. Recommendation of Chief Probation Officer to advance.

Problem-Solving Court Probation Officer Same as Probation Officer Trainee/Officer, serves a Problem-Solving Court.

Probation Officer Requires three (3) years of service within position. Requires the recommendation of the employee's immediate supervisor to advance after employee's demonstration of competency in duties. Title change to Senior Probation Officer after approval by the Administrative Office of Probation.

Senior Probation Officer This employee remains indefinitely in this pay grade unless appointed to a supervisory position after demonstration of desire to increase skills, competencies and knowledge of best practices in supervision of probationers. Promotion requires approval of the Probation Administrator.

Treatment Assigned within a district at the discretion of the Probation

Probation Officer	Administrator.
Problem-Solving Court Treatment Probation Officer	Assigned within a district at the discretion of the Probation Administrator.
Specialized Substance Abuse Supervision (SSAS) Officer	Assigned within a district at the discretion of the Probation Administrator.
Juvenile Justice Resource Supervisor	Position associated with the Juvenile Project, future positions assigned by Probation Administrator discretion.
Supervisor	Requires the recommendation of the Chief Probation Officer. Appointment by Probation Administrator. Serves at the pleasure of the Chief Probation Officer.
Problem-solving Court Coordinator	Assigned as Problem-Solving Courts are developed.
Reporting Center Coordinator	Assigned as Report Centers are created.
Chief Deputy Probation Officer I, II, III, IV	Requires the recommendation of appointment by the Chief Probation Officer. Probation Administrator's approval and appointment.
Chief Probation Officer I, II, III, IV	The Probation Administrator appoints this position with majority concurrences of judges within the probation district. This position serves at the pleasure of the Probation Administrator.