



# LASSEN COUNTY PROBATION DEPARTMENT

**Adult Probation  
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## MEMORANDUM

To: Board of Supervisors  
From: Jennifer Branning, Chief Probation Officer  
Date: April 23, 2020  
Subject: Program Services Manager- New County Job Description

**Recommendation:** Approve Job Description for Program Services Manager.

**Summary:** Currently there is a need for a Program Services Manager to work with offenders in the criminal justice system. This position would be responsible for implementation, facilitating specific programs, establishing and reviewing quality assurance measures, and evaluating the effectiveness of programs. The goal is developing strategies to improve our local criminal justice system, increase data reporting, and state reports (capturing accurate data) to help increase allocations for both departments. This position is replacing the vacant Day Reporting Center Coordinator and will create a salary savings of \$1,209 for the remainder of FY19/20 and \$7,259 for FY20/21.

**Financial Impact:** Salary Savings of \$1,209 in Probation 145-0561 for the reclassified position included in CAO Budget Recommendation for FY19/20 and \$7,259 savings in the FY20/21 budget.

**Attachments:** Program Services Manager- County Job Description