

TO: Chair and Members

DATE: March 13, 2014

**SUBJECT: Approval of the Use of Standards and Training
for Corrections (STC) Funds to Pay the Replacement
Costs for Staff Participating in the STC Job Analysis
in Accordance with California Code of Regulations
Title 15, §299. Requesting Approval.**

AGENDA ITEM: B

**ACTION:
INFORMATION: X**

RESOURCE PERSON: Evonne Garner

Summary:

This agenda item requests Board approval to allow local agencies to use Standards and Training for Corrections (STC) training funds to pay for replacement costs incurred when staff participates in the STC job analysis project. The job analysis is being conducted to identify how the jobs of the Adult Corrections Officer (ACO), Juvenile Corrections Officer (JCO), and Probation Officer (PO) have changed since the last job analysis was completed and as a result of realignment. It will be used to identify and fill training gaps.

Use of funds in this manner is permissible with Board approval (California Code of Regulations, Title 15, §299):

“Upon application, the Board may approve use of (STC) funds for training needs assessment to meet changing conditions and local needs”

Job analysis is a form of training needs assessment and this agenda item and request shall serve as the referenced application.

STC is preemptively submitting this request on behalf of all participating agencies to mitigate the impact of their participation in the job analysis project. This approval does not allocate additional funds to agencies but provides the flexibility of allowing them to use existing STC funds to cover replacement costs when their staff is serving as a subject matter expert or completing a job analysis questionnaire as part of the job analysis. Agencies shall only be allowed to use funds in this manner if they have, or can demonstrate that they will have, met the STC training requirements.

Background:

In November 2013, STC began a statewide analysis of the jobs performed by the entry level classifications of ACO, JCO, and PO. The purpose of this analysis is to examine the tasks that are performed by those classifications and the knowledge, skills and abilities required for successful job performance. The analysis will identify how the ACO, JCO and PO jobs have changed over time. Since the last analysis was completed 14 years ago significant changes have occurred in the intervening years, as well as the far-reaching effects of realignment on job duties. The analysis will serve as the foundation for revising the selection and training standards for these classifications. In addition, it will provide the ability to compare and contrast the ACO, JCO and PO positions, build

shared selection and training standards where appropriate, and provide a report for each participating agency that describes how their job compares to the collective statewide results as a tool for identifying agency specific needs.

The successful completion of the job analysis depends on the ability of local agencies to supply staff to serve as subject matter experts. One component of the job analysis is a lengthy questionnaire to be completed by job incumbents and supervisors. The questionnaire provides the information from which all conclusions regarding training and selection needs are drawn. Therefore, it is essential that the sample size be statistically representative in order to provide the validity necessary to draw conclusions for the entire population. The job analysis questionnaire will be distributed to approximately 6,300 job incumbents and supervisors across the state which represents 22 percent of the statewide population. Each survey will take approximately three to four hours to complete.

Completion of the job analysis questionnaires will have a significant impact on agencies. In order to mitigate that impact, STC is taking several steps:

- 1) Communication – STC is communicating regularly with agencies about the project, the benefits that it will provide, and the importance of agency participation.
- 2) Training Credit – STC is providing training credit to staff that participate in a workgroup or complete the questionnaire.
- 3) Electronic Surveys – STC is providing electronic surveys that can be logged in and out as needed. This provides staff with the flexibility to complete a portion of the survey and come back to complete additional portions at any time.
- 4) Technical Assistance – STC is providing technical assistance throughout the process to address any issues that might arise.

Another opportunity to mitigate the impact of the job analysis is to allow agencies to use their existing STC funds for replacement costs when staff complete the questionnaire or participate in work groups. This is supported by an existing regulation that allows funds to be used in this manner with Board approval (CCR, Title 15, §299). This approach would not provide additional funding to local agencies but would allow them to use their existing funds to pay replacement costs as long as they have met, or can demonstrate that they will have met, their training obligation. This will be particularly useful to agencies that would otherwise be returning unexpended STC funds.

Through these mitigating measures, STC hopes to encourage the full participation of each probation department, sheriff's office and police department that is enrolled in the STC program and strengthen the validity of the job analysis.

Recommendation/Action Needed:

Approve the use of STC funds to pay the replacement costs for staff participating in the STC job analysis in accordance with CCR, Title 15, §299 provided that all training obligations have been met.