



Robert J. Torres
Chief Justice

JUDICIARY OF GUAM

Administrative Office of the Courts
Guam Judicial Center • 120 West O'Brien Drive • Hagatna, Guam 96910
Telephone: (671)475-3544 • Facsimile: (671) 477-3184



Perry C. Taitano
Administrator of the Courts

Alberto C. Lamorena III
Presiding Judge

October 5, 2010

MEMORANDUM

TO: Chief Justice Robert J. Torres
Chairman, Guam Judicial Council

FROM: Administrator of the Courts

SUBJECT: Amendment to Job Standard

REF: Probation Services Assistant

Honorable Members of the Guam Judicial Council:

The Probation Services Intake/Drug Testing Unit performs over 100 urinalysis and saliva tests on any given day, 25 breathalyzer tests, entertains over 325 client check-ins and conducts between 15 - 18 intakes, third party custodian interviews, individual counseling clients and warrants of arrest. All probation officers in the adult and pretrial sections provide support to the Intake/Drug Testing Unit on a monthly basis.

With the budget constraints imposed in hiring additional probation officers, compounded with the anticipated November 12 implementation of the DWI Court, additional responsibilities will befall on the already overloaded probation officers as compared to their counterparts in the District Court of Guam in terms of case load. In order to allow the Probation Services division optimum operational efficiency, incumbents of the Probation Services Assistant position can be utilized to free-up officers assigned on a rotational basis to the Intake/Drug Testing Unit to return to supervision in both the traditional and specialty courts.

Current Probation Services Assistant (PSA) job standard restricts incumbents of the position to the administration of the Drug Testing Program with related record keeping responsibilities. The proposed amendment to the PSA job standard will free up some administrative/clerical tasks from the probation officers to the PSA incumbents. The amendment will enable PSA's to have administrative contact with clients under the direct supervision of a probation officer, particularly in updating the case management system and contacting clients for their reporting requirements.

The Human Resources Office has prepared an amended Probation Services Assistant job standard with a proposed pay grade reassignment. Giving PSA's additional clerical responsibilities will

provide officers more time for direct client supervision and return to their respective sections/specialty courts. Expanding the job responsibilities of PSA incumbents will be more cost-effective and efficient than hiring additional officers in our already restrictive operational budget. Should an additional PSA be necessary, hiring one will still be more cost effective than hiring an additional officer (\$9.00 v.s. \$15.30 + hazardous and night differential premium).

I therefore request for the Judicial Council to approve the amended Probation Services Assistant Job Standard with the corresponding pay grade reassignment from Pay Grade E (\$8.01 p/h) to a Pay Grade G (\$9.00 p/h).



PERRY C. TAITANO

Attachment



JAY J. PEREZ
Acting Chief Probation Officer

JUDICIARY OF GUAM

Probation Services Division
120 West O'Brien Drive • Hagåtña, Guam 96910-5174
Telephone: (671) 475-3448 • Facsimile: (671) 477-4944



JOHN O. LIZAMA
Deputy Chief Probation Officer

October 4, 2010

MEMORANDUM

TO: Administrator of the Courts
FROM: Acting Chief Probation Officer
SUBJECT: Justification for position upgrade
REF: Probation Services Assistant

In light of the impending November implementation of DWI Court, it is imperative that Probation Services Assistant (PSA) positions be upgraded to allow the Division optimum operational efficiency. Position upgrades will enable the Division to free-up existing personnel assigned on a rotational basis to the Intake/Drug Testing Unit (OD) to return to supervision in both the traditional and specialty courts, currently all adult and pretrial probation officers provide up to 2 ½ days (268 man-hours) support to the Intake Unit on a monthly basis.

Presently the Intake/Drug Testing Unit is responsible for the day to day processing and reporting of all adult clients under pretrial release or sentenced to a probationary or diversionary term. In addition, this Unit is responsible for the administration and implementation of drug testing, urinalysis, saliva and Breathalyzer tests. Thus, on any given day, the Unit conducts 100 urinalysis and saliva tests and 25 breath tests, (equals about 25% of the workload), and entertains well over 325 client check-ins, equaling about 65% of the workload, the remaining 10% of the workload includes conducting 15-18 intakes, third-party custodian interviews, individual counseling of clients, and warrants of arrest.

Current position descriptions which restrict Probation Service Assistants (PSA) to the administration of the Drug Testing Program has forced the Division to rotate existing personnel from the Adult Drug Unit, Adult Probation, Alternative Sentencing and the Pretrial Section in order to effectively meet the operational mission of the Intake Unit. Position upgrades would allow PSA's to have administrative contact with clients (i.e. client check-ins, retrieval of passports, alcohol assessments) under the direct supervision of the OD Probation Officer Supervisor.

All Sections within the Division will benefit from PSA upgrades. Specifically, during routine mandated reporting, juvenile clients are often unable to meet with their assigned probation officers due to man-power issues felt by the entire Division. PSA upgrades will support JPO during client check-in/reporting further enhancing Division effectiveness.

Position upgrades and the possibility of hiring additional PSA's using the Drug Treatment and Enforcement Fund will enhance overall Division efficiency and effectiveness by returning supervision officers to the sections/specialty courts. It is logically the most cost-effective measure we can undertake due to current manpower shortfalls as compared to the hiring of entry level Probation Officer I's.

Should you have any questions, please feel free to contact the undersigned.



John Q. Lizama

cc: Human Resource Administrator

JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
PROPOSED AMENDED JOB STANDARD

Class Code: _____

POSITION TITLE: PROBATION SERVICES ASSISTANT
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Non-Exempt EEO CATEGORY: Technical
HAY POINTS: (KH) C I 1 = 87 115 (PS) ~~B 1 (14) = 12~~ B 2 (19) = 22 (AC) ~~BNC = 19~~ BIC = 25
TOTAL POINTS: ~~H8~~ 162 PAY GRADE: E G
DATE ESTABLISHED: March 2006 PREPARED BY: Human Resources Staff
AMENDED: October 2010

CONCURRED: _____ APPROVED: _____
HUMAN RESOURCES ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is *semi*-routine technical work in performing presumptive drug tests for court ordered clients after undergoing a period of job orientation, training and certification.

An employee in this class works closely with probation officers and will also perform routine clerical work assisting in *updating the case management record system*.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Collects and conducts urine screens, alcohol Breathalyzer tests and saliva tests on offenders of the same gender; may transport specimen to a contracted laboratory or bag and tag for off-island confirmatory testing.

Maintains a systematic, orderly and safe environment when collecting and testing sample specimens, administering drug tests and handling equipment.

Maintains the integrity of the drug testing policies and procedures; ~~Maintains~~ and the confidentiality of drug testing results and the individual's right to privacy in accordance with Federal and local mandates; ; assists in developing administrative procedures and guidelines for the drug testing program. (Combined 2 examples)

Documents, and reports information ~~relevant to test results~~; and maintains records and files relative to drug testing; collects data and prepares statistical reports to be used in the overall improvement of the drug testing program. (Combined 2 examples)

Cleans and maintains collection site and work area; ensures availability of urinalysis test kits, drug testing instruments and supplies at all times.

PROBATION SERVICES ASSISTANT
Amended 10/7/10
PAY GRADE: E—G

Enters, verifies and updates client data and information into the Judiciary's case management system through the client check-in process.

Under the guidance and direction of a probation officer, assists the officer in receiving and placing telephone calls, office contacts as well as maintaining files and case records.

Assists probation officers in case management by compiling criminal histories/profiles, running record checks through local and national databases and files and conducting inquiries with collateral agencies.

Provides probation officers with verifiable and supportable documentation to assist in the completion of probation reports.

Under the direction and supervision of a probation officer, may create Accounts Receivable records by inputting court costs, fines and tuition/registry fees in the case management system.

May attend and present information at court hearings relative to collection and test results.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the processes and procedures involved in presumptive drug tests.

Knowledge *in the use of a computer system and* of automated data entry and files management.

Knowledge of general office practices and procedures.

Ability to learn the techniques and processes in conducting and interpreting preliminary drug tests to court clients.

Ability to interpret and apply rules, regulations, and procedures pertaining to the drug testing program *and probation intake policies.*

Ability to interview clients prior to administration of a drug test *and in updating the case management system.*

PROBATION SERVICES ASSISTANT
Amended 10/7/10
PAY GRADE: ~~E~~-G

Ability to adhere to strict confidentiality issues on client records and information.

Ability to understand and follow oral and written instructions in detail.

Ability to prepare *and compile* accurate reports and maintain records.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from high school and ~~six (6) months~~ *one (1) year* work experience in filing, typing and maintaining records.