



# Yamhill County Department of Community Justice

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**To:** Yamhill County Board of Commissioners  
**From:** Jessica Beach, Community Justice Director  
**Date:** 9/15/2017  
**Re:** Out of Class Pay for Chad Lubinski

During the County 2017-18 budgeting process, the State Grant-In-Aid funding was still uncertain. As a result, funds were held in placeholder amounts anticipating what our possible funding level would be. Now that our state funding amounts have been finalized, we can now articulate our anticipate use of these funds.

Please consider the request for out-of-class pay of 11% for Department of Community Justice (DCJ) employee, Chad Lubinski, who is currently working as a Probation Officer Aide. Chad is currently assigned to work in the DCJ Day Management Center in our Ready to Work Program (RTW). This program assists correctional client with seeking employment, increasing education and training, and improving upon basic life skills. Additionally, we recently implemented the University of Cincinnati Employment Readiness curriculum, which is a cognitive behavioral based program intended to improve upon job skills. In addition to facilitating this class, Chad also works with individually referred correctional clients through the Carey Guide and BITS booklets. This curriculum provides a cognitive behavioral approach to address client addiction and relationship issues as well as criminal thinking. As a result of these program improvements, we believe that Chad's current Probation Officer Aide work duties have been modified so greatly as to deserve 11% out of class pay retroactive to 7/1/17. Funding is available in placeholders per the approved 2017-18 Yamhill County Department of Community Justice 21-67 Grant-In-Aid M57 Budget. Additional monies are not being requested at this time. In the next budget year, DCJ plans to submit an additional proposal to reclassify Chad's Probation Officer Aide position (OPEU 10, step 2) with a new job description as a Probation Programs Specialist (OPEU 14, step 1), hence, our request for out-of-class pay of 11% through 6/30/17. The cost for the 2017-18 budget year for this request will be \$5,014.00.

Thank you for consideration of this request for approval of out-of-class pay for Chad Lubinski.

Accepted by Yamhill County  
Board of Commissioners on

9-21-17 by Board Order  
# 17-378