



Yamhill County Department of Community Justice

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Date: 10/1/2021

To: Yamhill County Board of Commissioners

From: Jessica Beach, Yamhill County Department of Community Justice (YCDCJ) Director

Re: Department of Public Safety Standards and Training (DPSST) Certification for YCDCJ Manager Staff

I would like the Board to consider approval of permitting DPSST Management and Executive Certification pay for the current Adult YCDCJ Corrections Managers in the amount of 7% and 10% respectively. In Oregon, Adult Parole and Probation Officers (PPO) are required to complete a 6-week Basic DPSST Parole and Probation Certification Academy and offer higher certification based on years of experience and higher education (i.e., Intermediate and Advanced). Currently, per the 2019-22 FOPPO Collective Bargaining Agreement, the Adult Parole and Probation Officers (PPO) line staff receive certification pay for certificates received over Basic Certification, being 2% for Intermediate PPO Certificate and 5% for Advanced PPO Certificate. It should be noted that this certification pay is not cumulative. According to the FOPPO CBA, qualified staff earn either intermediate or advanced certification pays but not both.

When a PPO is promoted to management, they are required per DPSST to complete a Supervisory Certificate, similar to the Basic Certificate for PPO but for supervisors and managers per the new department role. Two additional higher levels of DPSST Certification are available to such personnel past Supervisory to include a Management and Executive Certification. As with the Intermediate and Advanced PPO Certification, these higher-level certifications are based on years of experience, management experience and continued training/education. In addition to the education and experience required for this certification, each higher level of certification requires a specialized DPSST Academy Training which includes one week of on-site training, then

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several weeks in between in which to complete work assignments and presentations with assigned work groups, followed by a second week of on-site training.

I support providing incentive pay for this higher level of DPSST certification as it encourages continued education and training and incentivizes management to remain actively involved in the latest evidence-based practices and leadership character development. I encourage your approval of 7% incentive pay for the DPSST Managerial Certification and 10% for the DPSST Executive Certification. Currently, this incentive pay would relate to two non-union YCDCJ Managers. Since both employees already receive 5% incentive pay for their DPSST Advanced Parole and Probation Officer Certification, this represents a 2% and 5% increase from that already received. In the 2021-22 fiscal year, the cost represents \$4286 and \$1715 respectively, for an additional total cost of \$6001 between the two employees. Both costs can be supported by the currently approved YCDCJ 2021-22 Budget. If approved, I request this incentive pay be retroactive to 7/1/21. Lastly, I would request that the Corrections Manager receiving 7% incentive pay for the DPSST Managerial Certificate be moved to 10% incentive over base wage once the DPSST Executive Certification is achieved.

Thank you for your consideration of this matter.

Accepted by Yamhill County
Board of Commissioners on
10/7/21 by Board Order
21-409