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**Sponsor:** Human Resources

**Meeting Date:** 9/24/2024

**Title:** Designation of a Position to Unclassified, Unrepresented Service in the Community Corrections Department in Accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3

**File Number:** 2024-397

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**Background and Rationale:**

At the direction of the director of Community Corrections (RCCC) the proposed additional Assistant Division Director (ADD) role would be expected to provide direction and executive support for overall management and operational functions of the Field Services division, under the direction of the Deputy Director of Field Services. This position would be responsible for coordinating assigned program activities and operations within the division, partnering with Human Resources and Procurement to support division goals and to collaborate with outside agencies that serve department clients. Duties include managing internal operations and external relationships on behalf of Field Services and performing duties and responsibilities of the deputy director in their absence.

Additionally, the role would:

- Supervise, mentor and coach division supervisors.
- Engage staff at all levels to address needed changes both operationally and culturally.
- Manage and lead division project planning and implementation including Probation Transformation and the integration of case planning.
- Assist with the overall vision, long-range strategic planning, leadership and direction of the Community Corrections department and the Health and Wellness Service Team and to perform related duties as assigned.

The addition of this position will strengthen the Field Services management team and better enable the Field Services division to serve the residents of Ramsey County and the over 16,000 clients served by probation officers annually. The supervisors and staff will also receive focused support from leadership and work in an environment that naturally fosters collaboration.

This request will not require a change in the personnel complement or additional funding. A vacant Correctional Officer position which is no longer utilized will be reclassified to the classification of Assistant Division Director - Community Corrections.

**Recommendation:**

The Ramsey County Board of Commissioners resolved to:

Approve the change in designation of a current correctional officer position to that of an unclassified, unrepresented position for use as a role of Assistant Division Director of Field Services in accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3.

A motion to approve was made by Commissioner Moran, seconded by Commissioner Ortega. Motion passed.

Aye: - 5: Frethem, Moran, Ortega, Reinhardt, and Xiong

Absent: - 1: McGuire

By: Mee Cheng  
Mee Cheng, Chief Clerk - County Board