



# County of Monterey

Item No.

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: 25-236

April 15, 2025

Introduced: 4/7/2025

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a. Approve and authorize advanced step placement for Julie Kenyon at Step 6 of the Assistant Chief Probation Officer salary range retroactive to March 22, 2025, in accordance with Personnel Policies and Practices Resolution (PPPR) No. 98-394, Section A.1.11.5 Waiver for Unusual Circumstances.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

a. Approve and authorize advanced step placement for Julie Kenyon at Step 6 of the Assistant Chief Probation Officer salary range retroactive to March 22, 2025, in accordance with Personnel Policies and Practices Resolution (PPPR) No. 98-394, Section A.1.11.5 Waiver for Unusual Circumstances.

### SUMMARY/DISCUSSION:

The Probation Department conducted a promotional-only recruitment process through the department's Human Resources Department. During the recruitment process the Chief Probation Officer, in collaboration with the county's Public Defender, conducted a comprehensive interview with all the qualified internal applicants to make this selection for his executive management team. Following this final interview, he offered Julie Kenyon the position of Assistant Chief Probation Officer.

Due to Mrs. Kenyon's high level of subject matter knowledge, depth of her Probation skillset and over twenty-five (25) years of justice related experience, the Chief Probation Officer respectfully requests approval of the recommended action. The recommended action is made in accordance with Personnel Policies and Practices Resolution (PPPR) No. 98-394, Section A.1.11.5, which states: A request for placement at a higher salary step may be made to reflect an employee's specialized knowledge, skills, years of relevant experience, and to align with their current compensation package. In determining the appropriate step for appointment for this at-will position, prior compensation levels which were at or above the salary schedule for this classification and the effect of differences in compensation and benefits for these positions were considered.

Mrs. Kenyon has demonstrated knowledge, specialized skills and years of expertise, in her over twenty-one (21) years of service with the Monterey County Probation Department. In addition, prior to working for the Probation Department, she worked for the Monterey County Sheriff's Department, as a judicial legal assistant for a District Court Judge in Iowa, and as a Probation/Parole Officer with the Department of Corrections for the State of Iowa. Furthermore, she has a Bachelor of Arts degree in Criminology and English from Simpson College in Iowa.

During her career with the County of Monterey, Mrs. Kenyon has been promoted through the ranks

of Deputy Probation I, II, and III working various units in both Adult and Juvenile Divisions. In her Deputy Probation Officer roles, she worked in the Court Investigations Unit and later transferred to the Community Corrections Unit (AB109), after the passing of the Adult Realignment legislation. During her assignment with Community Corrections, she helped establish the unit and the protocols necessary to supervise a new offender population; a program that was developed and coordinated with the Superior Court and Department of Corrections and Rehabilitation.

On February 21, 2015, she was promoted to Probation Services Manager, assigned to the Monterey County Juvenile Hall where she served for approximately five (5) years. Mrs. Kenyon served as a Probation Division Manager during the COVID-19 Pandemic, which impacted the entire nation as well as the Probation Department's youth facilities. As a testament to her specialized knowledge and skills, she quickly adapted the Juvenile Hall practices and protocol to ongoing changes issued by the Center for Disease Control, Board of State Community Corrections, County Health Department, and local officials. She worked closely with all collaborative staff to ensure that as a department, Probation was following all mandated regulations, health protocols, and maintaining continuing operations within the facility.

Additionally, Mrs. Kenyon was instrumental in facilitating and implementing the Juvenile Realignment legislation, under Senate Bill, SB 823, which closed the Division of Juvenile Justice and returned the responsibility for youthful offenders committed to long-term detention back to the Probation Department. She took the lead in bringing collaborative agencies and Probation Department staff together and successfully facilitated the local juvenile realignment plan. Within months of the legislative passage, Monterey County established a cohesive operational plan for implementation of the legislative mandates and development of a Secure Youth Treatment Facility within Juvenile Hall.

These achievements are a testament to her hard work, dedication, and exceptional leadership within the Probation department and to the County. She has consistently demonstrated dedication and commitment to Probation's mission and is an invaluable asset to the County and the Probation team.

In conclusion, your Board's approval of the recommended action will advance Mrs. Kenyon from Step 5 to Step 6, given her capabilities and required expertise, it is both fair and appropriate for the range of responsibilities which she is responsible for.

OTHER AGENCY INVOLVEMENT:

The Probation Department consulted with the Human Resources Department on this recommended action.

FINANCING:

For FY 2024-25, the recommended step advancement is budget neutral as the department's Adopted Budget includes funding for the Assistant Chief Probation Officer position at Step 7. For next fiscal year, the recommended step advancement will result in an increased cost of \$14,286, which the department will manage within its operational budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports the Board of Supervisor Strategic Initiatives of Administration and

Public Safety. The recommendation demonstrates the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of the County of Monterey.

- ☐ Economic Development
- ☒ Administration
- ☐ Health & Human Services
- ☐ Infrastructure
- ☒ Public Safety

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Attachments:

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