



To: Board of Finance
From: Peter Owens & Karen Vastine
Date: 12.5.2013
Re: Request for Conversion of 2 Limited Service Postions

In September of 2011, CEDO's Community Justice Center(CJC), with approval by Board of Finance and City Council, created and funded four limited service positions. Pursuant to Section 4.4 of the City of Burlington Personnel Policy, the positions were established and I am now requesting that two of those positions; Criminal Justice System Liaison and Victim Liaison Assistant; be made regular employees in the City's Classification system. In Fiscal Years 12, 13 and now 14, these positions have been funded as Part-time Limited Service; the Criminal Justice System Liaison at 30 hours/week and the Victim Liaison Assistant at 20 hours/week. Therefore, a re-categorization of these positions will not increase the number of CEDO/CJC employees and will remain at the current hours/week.

The Victim Liaison Assistant position began as a volunteer position in 2005 and by 2007 it was clear that the expanding caseload warranted much more than a volunteer could offer. For three years an AmeriCorps VISTA served in this role, then in 2010 a temporary employee position was created to respond to the still expanding need. Seeing that the position was an essential part of the community justice center's operations, a limited service position was then created in 2011. The restorative justice panels are part of the bedrock of the CJC's history and operations. With a caseload of more than 400 offenders a year, the victim liaison assistant provides crucial victim outreach and advocacy. At 20 hours/week, this change is budget neutral for the CJC as the position is not eligible for additional benefits.

In the last few years, as the state of Vermont has worked to reduce its population of incarcerated individuals, programs that prevent people from entering the criminal justice system have seen an increase in resources. The Criminal Justice System Liaison position was created to be responsive to the expanding need for alternatives to the criminal justice system, which the CJC plays a key role. The Criminal Justice System Liaison position was created to support the CJC's role in expanding the menu of options available to low-level offenders. This position is dedicated to providing 10 hours/week to the Rapid Intervention Community Court program which has quickly progressed from being a pilot project to now being a fully formed, highly effective program. The remaining 20 hours/week are focused on managing the RICC caseload going through the CJC, the restorative noise program, teaching a shoplifting prevention class, data collection and assistance with grant reporting for the CJC. This position is essential to CJC operations and the budget can absorb the additional cost associated with the retirement benefits associated with the position. This position is entirely funded by grants to the CJC and will not impact the City's General Fund.

I am happy to answer any questions and thank you for considering this request.