

CLASS SPECIFICATION



CLASS: Assistant Chief Probation Officer
ALLOCATION: Probation
FLSA STATUS: Exempt
UNION AFFILIATION: Management - Unrepresented

ESTABLISHED: October 2012
REVISED: November 2015

JOB SUMMARY:

Under the general administrative direction of and in conjunction with the Chief Probation Officer, plan, organize, direct, coordinate and supervise all operational and administrative activities of the probation department; develop, recommend and implement appropriate policies and procedures related to the programs and facilities; ensure compliance of the facilities and programs to applicable Federal, State and local laws; provide day-to-day direction and oversight to management and supervisory staff, probation officers, juvenile correction officers, victim/witness and administrative support staff; and is responsible for the administration of two Tri-County Detention Facilities operated pursuant to a Joint Powers Agreement between Yuba, Sutter and Colusa County, in the absence of the Chief Probation Officer. This position acts on behalf of the Chief Probation Officer in his/her absence.

This is the advanced managerial level in the probation/detention series, second in command of the Probation Department.

CLASS CHARACTERISTICS:

This position reports directly to the Chief Probation Officer and is characterized by a substantial amount of management, administrative and supervisory duties in support of departmental functions. Assignments are presented in terms of broad practice, precedents, policies and goals. This class is distinguished from the Chief Probation Officer in that the latter has overall management responsibility for all departmental activities and functions, establishes department vision, goals, policies, practices and procedures and has overall responsibility for all programs and facilities within the Probation Department.

EXAMPLES OF DUTIES:

Essential:

- Assist the Chief Probation Officer in directing the day-to-day work of the Probation department; assume management responsibility for assigned services and activities of probation divisions, including juvenile and adult probation programs, the operation of the Yuba County Juvenile Hall and the Maxine Singer Youth Guidance Center and/or the victim/witness program.
- Act as Chief Probation Officer in his/her absence.
- Confer with the Chief Probation Officer regarding departmental policies, goals, priorities and public relations matters; draft new and revised policies, and implement policies and procedures governing the operation and administration of the Probation facilities and/or programs.
- Provide direction to managers and supervisors responsible for various program activities; monitor the effectiveness of operations on a continual basis; conduct studies and reviews as necessary and prepare reports, presentations and recommendations to maintain and increase efficiency.
- Conduct investigations of grievances and complaints, both internal employee relations and external customer.
- Assist in the department budget process by identifying the needs of the department in areas of administration to include personnel, training, office safety, communications, and transportation etc.; monitor expenditures to ensure compliance with budgeted funds; authorize purchases.
- Direct staff, prioritize and assign tasks and projects; review work assignments and progress; provide for training and professional development; administers a variety of personnel actions, including discipline.
- Assure proper levels of security, efficiency, discipline, sanitation, and safety of the facilities.
- Provide support, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning and work assignments.
- Oversee, direct, and monitor the appropriate discipline of residents for infraction of rules in accordance with established policies and procedures.
- Coordinate with other county departments, outside organizations and advocates, and federal, state and local law enforcement and justice agencies.
- Develop and maintain effective relations with other local agencies and community groups; meet regularly with managers and supervisors to provide guidance; analyze and evaluate issues and proposals; recommend and implement solutions to issues.
- Monitor legislation and case law as it pertains to the probation field.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Act as department representative in emergency or disaster response activities.

EMPLOYMENT STANDARDS:

Knowledge of:

- Provisions of federal, state and local laws and regulations, including civil, penal, welfare and institutions, education, vehicle, health and safety and other codes applicable to probation and detention work.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Principles, practices and procedures of public administration, financial forecasting, cost accounting, financial analysis and budget development and administration.
- Budgetary practices and terminology.
- Principles of program development and program management, public funding and state and federal reimbursement processes.
- Current probationary practices and theories, such as evidence based probation, which includes but is not limited to: motivational interviewing, cognitive behavioral programming, risk assessment tools, assessment of offender criminogenic needs, and evidence based caseload management.
- Trends in detention and probation and legal, ethical and professional rules of conduct.
- Current alternative sentencing and treatment trends in the field of professional probation.
- Child psychology and family relationships.
- Court law and criminal justice system, procedures and protocols.
- Legal requirements for file systems, case files and records management.
- Growth, development, needs and problems of juveniles, including causes of delinquency.
- General emotional and behavioral patterns of delinquents and appropriate disciplinary measures.
- Group and individual counseling techniques.
- Physical and psychological manifestations of chemical dependency.
- Local community resources and various community service programs to assist in crime and delinquency prevention.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally where relations may be confrontational or strained.

Skill in:

- Selecting, supervising, training and evaluating subordinate personnel.
- Planning and directing the work of others.
- Motivating, developing and directing people as they work; identifying the best people for the job.
- Leadership, scheduling and supervising staff, skills training, and delegating tasks and authority.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Working with and leading teams.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Evaluating program strategies, analyzing alternatives, defining problem areas and recommending solutions.
- Analyzing complex probation, detention, operational and administrative problems, evaluating alternative solutions and recommending and/or adopting effective courses of action.
- Making public presentations.
- Exercising authority and providing direction in various situations, as required.
- Securing and maintaining the respect, rapport and confidence of staff, the public and juveniles.
- Dealing with emergencies and crisis situations.
- Monitoring budgets to ensure conformance with revenues expectations and expenditure plans.
- Use of complex statistical information.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Deal tactfully and effectively with the residents, public, regulatory agencies and policy-making bodies, vendors, consultants and others contacted in the course of the work.
- Develop, manage, direct and coordinate a variety of probation programs.
- Maintain individual accountability and responsibility by immediately responding to behavior.
- Analyze and evaluate financial and budgetary problems and implement effective solutions.
- Reason both deductively and inductively.
- Coordinate, conduct and facilitate meetings.
- Read, understand, interpret, and apply contracts, ordinances, legislation, policies and procedures, directives and manuals.
- Communicate clearly, concisely and effectively verbally and in writing.
- Speak clearly and effectively to groups, board members, peers, public and subordinates.
- Establish and maintain effective working relationships in a diverse work force and community.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various work sites.
- On an intermittent basis, work with physical skill and/or strength sufficient to handle emergency situations such as medical emergencies (carry, lift and/or drag heavy objects/equipment or injured or unconscious juveniles/adults); defend oneself, and pursue, disarm, subdue and/or restrain juveniles/adults which may include chasing fleeing subjects, running, climbing, jumping, crouching or crawling.
- Physical and psychological characteristics to meet and maintain appropriate State standards.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.
- May be required to travel to various worksites or locations within the County.
- Occasionally may be required to travel for meetings or conferences outside normal business hours.
- Exposure to the possibility of bodily injury, infections which may cause chronic disease or death; and combative minor detainees.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possession of a certificate of completion of a course prescribed by the Commission on Peace Officer Standards and Training pursuant to Section 832 of the Penal Code.
- Completion of, or the ability to complete within 180 days of hire, the STC Probation Officer CORE course 173, Title 15, CCR.

Special Requirements:

- Positions in this classification are Peace Officers as defined in Section 830 of the California Penal Code, and must meet employment guidelines and standards established by the Commission for Peace Officer Standards and Training (POST); the provisions of Sections 1029 and 1031 of the California Government Code; and the Standards and Training for Corrections (STC), Selection and Training Standards, as contained in Title 15, Sections 100-358, California Code of Regulations.
- Must be 21 years of age by the time of appointment, and must be a U.S. citizen or in the process of becoming a U.S. citizen. Must be able to travel between work locations and other locations as needed.
- Must successfully complete an extensive and thorough background investigation which will include Live Scan fingerprinting prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's degree in Administration of Justice, Criminology, Child Development, Psychology, Sociology, Counseling or a related field and five years of experience in field services, institutional work, or related special programs at a level at least equivalent to the County's classification of Deputy Probation Officer II, which includes at least three years supervising, directing, coordinating, and providing administrative oversight to professional law enforcement functions such as probation, patrol, investigations, corrections or a directly related field at a level at least equivalent to the County's classification of Supervisory Deputy Probation Officer.

PREFERRED: In addition to the minimum, a Master's degree in a field related to the work, additional years of journeyman, senior and/or supervisory experience in professional probation, and experience in a management capacity equivalent to the County's classification of Probation Program Manager. Possession of related certificates, such as for completing the following courses as certified by the California Department of Corrections and Rehabilitation, Corrections Standards Authority, Standards and Training for Corrections division (CDCR/CSA/STC): Deputy Probation Officer Core; Supervising Core; Manager and Administrator Core. A certificate of completion from Command College, as sponsored by the Chief Probation Officers of California is strongly preferred.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Probation Approval: Jim Arnold
Date:

EEOC: A
WC: 9410.PB

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____