

CLASS SPECIFICATION



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

ESTABLISHED: March 1996
REVISED: August 2014

JOB SUMMARY:

Under judicial direction, plan, organize, coordinate, manage and administer the County's probation programs and services, including fiscal and personnel management; oversee implementation of court orders and sentence conditions imposed by the Court; execute duties related to court proceedings as required by law; provide and develop the direction for strategic and innovative services to meet and address the evolving needs of the County; assign and coordinate professional and administrative activities of the probation staff, including the adult and juvenile divisions, Juvenile Hall, and Victim/Witness programs; develop systems for measuring effectiveness and efficiency of probation programs and perform related work as assigned.

This is the executive level in the probation/detention series.

CLASS CHARACTERISTICS:

This is a judicial appointment and reports directly to the Presiding Judge of the Superior Courts.

EXAMPLES OF DUTIES:

Essential:

- Develop and direct the implementation of goals, objectives, work standards and departmental policies and procedure; direct the preparation and administration of the department budget.
- Plan, organize, administer, review and evaluate the activities of management, professional and technical probation support staff; train staff in departmental procedures and applicable laws and regulations.
- Direct the operation of the County juvenile hall facility; provide for the security, rehabilitation, education and proper treatment and placement of juveniles assigned to the facility.
- Oversee victim/witness support services, including the provision of financial, emotional and legal process support to program clients.
- Direct the recovery of revenue from various local, state and federal sources to compensate for the probation, juvenile and adult services provided by the County.
- Direct the management systems, procedures and standards for program evaluation; monitor developments related to probation, victim/witness and Juvenile Hall matters; evaluate their impact on County operations and implement change.
- Direct the investigation, verification and compilation of information and the preparation of reports regarding the personal social, educational, financial, vocational, health and/or prior criminal history of probationers for various other law enforcement, Board of Corrections and Court officials.
- Provide oversight to field supervision of adult and juvenile offenders including home, employment and school visits, weapons and contraband searches and chemical testing; ensure that conditions of probation are being complied with; counsel families regarding alternative support; direct the investigation and processing of probation violations through court action.
- Maintain and direct the maintenance of a variety of records and case files; write reports, statements, legal documents, correspondence and other written materials.
- Monitor developments and legislation related to juvenile and adult probation, juvenile hall operation, victim/witness restitution and revenue recovery, evaluate their impact upon County operations and recommend and implement policy and procedural improvements as required.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Confer with members of other public and private organizations to obtain information and to explore alternative crisis and long-term resolution in the best interests of the client and the County.
- Use standard office equipment, including a computer, in the course of the work; drive a motor vehicle to attend meetings, perform research and interview clients and witnesses.

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.
- Federal, state and local laws related to criminal and juvenile justice systems, and California standards pertaining to Detention facilities, including Title 15 and Title 24 regulations.
- 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.
- Principles of program development and program management, public funding and state and federal reimbursement processes.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- 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.
- Court law and criminal justice system, procedures and protocols.
- Principles, methods and techniques of legal and social service research and investigation. Judicial procedures and rules of evidence.
- Concepts and sources of revenue recovery for County services provided.
- Principles and practices of victim/witness assistance programs.
- Applicable laws, policies and regulations.
- Local community resources and various community service programs to assist in crime and delinquency prevention.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and the supervision of staff through subordinate administration.
- 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 strained.

Skill in:

- Planning, administering and evaluating the activities of the Probation department.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Administering programs and staff in an efficient and cost-effective manner through management staff.
- Analyzing complex probation, detention, operational and administrative problems, evaluating alternative solutions and recommending and/or adopting effective courses of action.
- Selecting, supervising, training and evaluating subordinate personnel.
- Interpreting, applying and explaining complex laws, rules and regulations.
- Defining issues, performing law enforcement and social service research, analyzing and solving problems and affecting a series of appropriate probation case management programs.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Preparing and administering multiple annual budgets.
- Developing a revenue recovery program and administering it to the benefit of the County.
- Overseeing a victim/witness program.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Preparing clear, concise and accurate documentation, reports, correspondence and other written materials.
- Directing the maintenance of accurate records and files.
- Using initiative and independent judgment within general policy guidelines.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally where relations may be strained.

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 and institutional 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 a detention setting 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.
- Ability to drive a motor vehicle.
- 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 P.O.S.T. guidelines for probation management.

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, but regularly requires working in the institutional environment of a detention facility.
- Working conditions include typical juvenile detention facility settings or public safety setting; involves the potential for high stress levels and exposure to loud noises, offensive odors and hostile situations.
- 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 Advanced Managerial CORE.

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.
- May be required to respond to situations at the facilities 24 hours a day by telephone or in person.
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout 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 seven 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 two years in a management capacity in 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 Probation Program Manager II.

PREFERRED: In addition to the minimum, a Master’s degree in a field related to the work, additional years experience in a management capacity equivalent to the County’s classification of Probation Program Manager II. 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.

CAO Approval: Robert Bendorf
Date:

EEOC: A
WC: 9410.PB

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____

BOS Approval: Chairman of the BOS
Date:

Signature: _____