

## CLASS SPECIFICATION



<b>CLASS:</b>	Senior Deputy Probation Officer	<b>ESTABLISHED:</b>	Circa 1996
<b>ALLOCATION:</b>	Probation Department	<b>REVISED:</b>	July 2020
<b>FLSA STATUS:</b>	Non-exempt		
<b>UNION AFFILIATION:</b>	Professional		

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### **JOB SUMMARY:**

Under general supervision, performs the more difficult, complex or unusual professional adult and juvenile probation duties related to case management, field monitoring and investigation, mediation, intake and other programs; coordinates probation activities with those of the Superior and Juvenile courts; acts as a subject matter expert in a particularly difficult area of probation work or act as a lead over a unit or small program; and performs other duties as assigned.

### **CLASS CHARACTERISTICS:**

This is the advanced journey level professional classification in the Deputy Probation Officer series. This position reports directly to a Supervising Deputy Probation Officer. This is the highest non-supervisor/management class in the Probation Officer series. The position requires a thorough understanding of departmental structure and mission.

Positions at this level are distinguished from other classes within the series by level of responsibility assumed, complexity of duties, and the level of leadership assumed within the department. Positions in this class are distinguished from those in the lower level of Deputy Probation Officer II by the higher degree of independence with which assignments are carried out and by the more varied and complex nature of the work. Incumbents may be assigned special projects, mentor or train other staff in areas in which they possess expertise, provide lead direction or substitute for the supervisor on a short term basis. This class differs from the higher class of Supervising Deputy Probation Officer in that the latter provides full supervision to a group of Deputy Probation Officers.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- In difficult and unusual cases, interview adults or juveniles, their families, and interested individuals; determine the type and extent of their needs and problems; and make recommendations upon advisability of probation; when probation is indicated, formulate plans of probation and make recommendations to the court on plans for the adjustment and rehabilitation of the offender; perform field supervision services; and enforce court orders.
- Write adult and juvenile diversion and pre-sentence investigation reports for the courts; appear in court for sentencing on Superior Court cases.
- Review court reports to ensure compliance with laws and Departmental guidelines.
- Investigate, verify and compile information for reports regarding the personal, social, educational, financial, vocational, health, criminal history of individuals referred by local law enforcement, judges, social services, group homes or support agencies.
- Develop, recommend, and implement case management.
- Provide direct supervision of adult and juvenile offenders; including home, employment and school visits, weapon and contraband searches, chemical testing, and enforcement of conditions of probation and lawful behavior.
- Investigates and implements probation violations and makes recommendations regarding revocations of probation.
- Arrest, detain, and transport probationers who violate conditions of probation and non-probationers who are found to have violated the law.
- Counsel and advise probationers and their significant others regarding pertinent matters; provide or refer clients to appropriate support services.
- Confer and maintain liaison with schools, foster or group home services, public guardianship staff, medical and mental health professionals, employers and others regarding probationers.
- Monitor developments in the criminal justice field; including, legislation and court decisions, evaluate their impact upon Probation Department operation and recommend appropriate action and procedure modification.
- Maintain a variety of records and case files; including, written reports, statements, legal documents, correspondence, and other written materials.
- May perform as a consultant or specialist in particularly difficult areas of probation work.

- May provide lead direction, training and work review of professional and support staff; organize and assigns work, sets priorities and follows-up to ensure coordination and completion of assigned duties.
- May recommend selection of staff, participate in job application interviews.
- May have responsibility for specific programs; including, developing, planning and implementing activities and providing fiscal oversight.
- May represent the Probation Department before interested groups and individuals.
- May research legislation and prepare analysis for department use.
- Ability to temporarily act in the absence of a Supervising Deputy Probation Officer, with little oversight from other Program Managers or the Chief Probation Officer.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Attend a variety of public meetings to explain available programs and services which may be outside of normal business hours.
- Drives a motor vehicle to transport adult or juveniles, make home visits and attend meetings.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Policies, practices, and procedures of probation casework management.
- Authoritative probation casework objectives, principles, methods and related court procedures.
- Case management and analytical techniques.
- Applicable laws, codes, regulations, policies and procedures, including, but not limited to, the California Penal and Welfare and Institutions, Health and Safety, and Vehicle Codes.
- Departmental policies and procedures, structure and mission.
- Local community resources and various community service programs.
- Techniques of investigation, situational research and report preparation.
- Interviewing, teaching, behavior modification and counseling techniques.
- Principles and theories of human behavior.
- Victim rights and sentencing laws.
- Practices and procedures of the adult and juvenile criminal justice system.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of program management.
- Techniques for dealing with a variety of individuals from socio-economic, ethic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

**Skill in:**

- Assessing and evaluating the risks of adult and juvenile probationers.
- Developing and monitoring rehabilitation and treatment programs.
- Recognizing and evaluating patterns of adult and juvenile behavior and performing effective crisis intervention and counseling and understanding counseling techniques and methods.
- Observing, interpreting and accurately recording behavioral events.
- Effectively manage a large, complex, and diverse case load.
- Analyzing situations accurately and objectively; adopting an effective course of action; working effectively in stressful situations; resolving conflicts in an effective manner; obtaining information through interview and interrogation.
- Using initiative and independent judgment within established procedural guidance, including taking sound independent action in emergency or crisis situations.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Researching and applying case law.
- Communicating effectively, both orally and in writing.
- Preparing clear concise reports, correspondence, court documents, and other written material with little or no assistance.

- Planning, directing and reviewing the work of others; training staff in work procedures.
- Providing program planning, implementation and oversight.
- Dealing successfully with a variety of individuals from various socio-economical, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or 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.
- Interview effectively and obtain information through interrogation and observation.
- Relate to and communicate effectively with residents of the community.
- Deal effectively with persons under emotional stress.
- Function as a team member.
- Interpret legal information effectively.
- Establish work priorities.
- Plan work and carry out projects independently.
- Train others in work procedures.
- Meet the physical abilities requirements as defined by the California State Corrections Standards Authority.

**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 V) 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 work in a typical court, detention or public safety setting, including stamina to stand and walk for extended period of time, and strength to restrain, arrest, and overcome the physical resistance of individuals.
- Physical and psychological characteristics to meet appropriate State guidelines.

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

**Work Environment:**

- Work evenings, nights, weekends and holidays.
- Work with hostile, abusive and dangerous individuals.
- Attend meetings outside of normal working hours.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County 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:**

- Possess and have the ability to maintain a valid California Class C driver's license.
- Possess and maintain a valid California 832 Peace Officer Certificate.
- Possess and maintain a valid California State Board of Corrections Basic Probation Officer Certificate.

**Special Requirements:**

- Must meet the State of California requirements for peace officer status, including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, being at least 18 years of age, being a US citizen or a permanent resident alien who is

eligible for and has applied for citizenship as defined in the provisions of the California Government Code Section 1031.5.

**Education and Experience:**

**MINIMUM:** Bachelor's Degree from an accredited college or university AND two (2) years of experience providing casework/counseling services at a level equivalent to the County's class of Deputy Probation Officer II or higher.

**PREFERRED:** In addition to the above minimum requirements, an advanced degree in a related field and additional progressively related experience at a level equivalent to the County's class Deputy Probation Officer II.

**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.**

Dept Approval:  
Date:

HR Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

EEOC: B  
WC: 9410

Revised: February 2016  
July 2020