

CLASS SPECIFICATION



CLASS: Supervising Deputy Probation Officer
ALLOCATION: Probation
FLSA STATUS: Non-Exempt
UNION AFFILIATION: PPOA

ESTABLISHED: July 2007
REVISED: July 2020

JOB SUMMARY:

Under general supervision, plan, assign, supervise, review and evaluate the work of probation officers engaged in professional probation work in the court, intake, supervision, field and special services divisions for adults and juveniles, involving case management, investigation, surveillance, supervision, and rehabilitation of adult and juvenile offenders adjudicated by the Court; assist in the development of unit policies and procedures; may perform specialized casework and investigations; provide expertise and perform related supervisory duties; provide staff assistances to the Probation Program Manager and to perform related work as assigned. Supervising Deputy Probation Officers do not normally carry a caseload but focus efforts on the efficient functioning of assigned unit(s).

CLASS CHARACTERISTICS:

This is the supervisory level in the Deputy Probation Officer series. This position reports directly to Probation Program Manager. This class is distinguished from Probation Program Manager in that the latter has division level management responsibilities with overall responsibility for the assigned area.

EXAMPLES OF DUTIES:

Essential:

- Supervise, assign, plan, organize, review, and evaluate the work of assigned subordinate staff; evaluate workforce and resource needs of assigned staff; ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Participate in the selection of staff including, conducting interviews and making staffing recommendations to management; train and instruct staff in job duties and County, departmental, and divisional policies, or arrange for training to be provided; provide guidance to support professional development of staff.
- Interpret regulations and rules to staff; provide for consistency of staff interpretation and application of such rules and regulations.
- Provide technical assistance to staff regarding difficult case problems.
- Prepare and modify policies and procedures related to assigned activities; inform staff of changes.
- Identify and present alternative solutions to client issues and problems.
- Perform case studies to assess problems and develop appropriate methods of meeting client needs, participate on a multi-disciplinary team to develop appropriate case treatment plans.
- Work with other criminal justice agencies and social welfare agencies, and initiate requests for assistance and intervention as required.
- Review and approve investigative reports and recommendations on cases assigned to various levels of probation staff.
- Monitor developments in the probation field, including proposed legislation and court decisions, evaluate their impact upon County operations and recommend appropriate action or policy and procedure modification.
- Approve and supervise other probation staff making home visits, arrests, and searches in connection with casework assignments.
- Perform the full range of professional work, often in difficult or complex circumstances.
- Interview and counsel a diverse population referred for services; handle the most complex and sensitive cases.
- May review backgrounds of department employment applicants and perform intensive background investigations on prospective employees as part of the new hire process.
- May handle departmental Personnel/Internal investigations.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work.
- May drive a motor vehicle to attend court sessions and meetings, interview individuals and visit case sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Goals and objectives of probation and correction services.
- 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.
- Case Management and analytical techniques.
- 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 systems.
- Principles and practices of program management.
- Techniques for dealing with a variety of individuals from socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- 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.
- Planning, assigning, organizing, supervising, reviewing and evaluating the work of staff.
- Analyzing situations accurately and objectively; adopting an effective course of action; working effectively in stressful situations; resolving conflicts in an effective manner.
- Training staff in work procedures.
- Defining issues, performing research, analyzing problems, evaluating alternatives and making appropriate recommendations.
- Interpreting local, state and federal laws and regulations and applying them to County operations,
- Representing the County effectively in hearings and meetings with other agencies.
- Preparing clear, concise and accurate correspondence, reports and other documents and written materials.
- Using initiative and independent judgment within general policy guidelines, including taking sound independent action in emergency or crisis situations.
- Researching and applying case law.
- Communicating effectively, both orally and in writing.
- Being aware of others' reactions and understanding why they react as they do.
- Preparing clear concise reports, correspondence, court documents, and other written material with little or no assistance.
- Providing program planning, implementation and oversight.
- Organizing own work, managing multiple projects and meeting critical deadlines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- On a continuous basis, know and understand all aspects of the job.
- Accept criticism and 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 effectively with manipulative, hostile or antisocial behavior.

- 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 ability 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 eject 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:

- Typical office environment.
- Typical court, detention or public safety setting.
- Work with hostile, abusive and dangerous individuals.

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.
- 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:

- Respond to emergency situations during weekends, holidays and other off-hours shifts.
- Attend meetings outside of normal working hours.
- 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.
- DMV printout and fingerprinting required 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 from an accredited college or university and six (6) years of experience providing professional probation casework/counseling services, of which at least four (4) years must be at a level equivalent to the County's class of Deputy Probation Officer II.

PREFERRED: In addition to the minimum, an advanced degree in a related field (such as Criminal Justice, Psychology, Sociology or Social Work) and additional experience at a level equivalent to the County's Class of Senior Deputy Probation Officer.

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
Date:

Signature: _____

Human Resources Approval: Analyst
Date:

Signature: _____

EEOC: B
WC: 9410
Revised: Sept 2014
July 2020