

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**PROBATION DIVISION CHIEF**  
Effective Date: 4/28/22

**CLASS SUMMARY:**

Under general administrative direction of the Assistant Director of Probation, manages, plans, organizes and directs the staff and programs of a division of the Probation Department. The class/position is an executive at-will position, exempt from civil service. The incumbent(s) serves at the discretion of the Appointing Authority. This position may manage staff that are assigned to work in armed units and therefore will be authorized to carry a firearm, in accordance with Department policy.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the:

- **Assistant Director of Probation** class which has duties and responsibilities over the entire department operation and are delegated by the Director of Probation.
- **Superintendent of Juvenile Detention Facility** class which plans, organizes and directs the operations of the County Juvenile Detention Facility and any other programs on the facility grounds.
- **Deputy Director of Probation** class which plans, organizes and directs the operations of Probation Field Services of the County Probation Department.
- **Probation Services Manager** class which oversees court services, juvenile, and/or adult probation services, or Juvenile Detention Facility operations or programming.

**SUPERVISION RECEIVED AND EXERCISED:**

- Supervision is provided by the Assistant Director of Probation, or their designee.
- Provides supervision to assigned Probation Services Managers, other managerial, and assigned support staff.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the Department.

- Exercises management authority for assigned operations of Adult and Juvenile Probation Services or Institutional Services and performs managerial responsibilities such as:
  - Plans, manages and directs the operations; oversees and participates in the preparation of the budgets; participates in the forecast of necessary funds for staffing, materials, and supplies; discusses and resolve budget issues with appropriate staff, maintains control of expenditures, and implements adjustments as necessary;
  - monitors goals and objectives of the Probation Divisions and taking corrective actions as appropriate;

- assists in developing, recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service;
  - develops operational policies and procedures and implements, interprets and enforces stated policies; assures compliance with legal requirements;
  - prepares periodic and special reports and correspondence regarding the operation of the division;
  - coordinates and monitors the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and by reviewing and approving claims for payments to ensure conformance with contract provisions and to prevent cost overruns; and
  - Coordinates and consults with staff of other County departments which provide services to or receive services from the Adult and Juvenile Probation Services Divisions or Institutions Division.
- 
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
    - planning and supervising the activities for the divisions;
    - establishing standards for acceptable work products and evaluating performance;
    - interviewing applicants and making selections;
    - providing career development mentoring;
    - assigning work and planning and scheduling staff's and volunteers' work activities and deadlines;
    - reviewing work and recognizing employees' work efforts and accomplishments;
    - providing career development, mentoring, and recommending training and career development opportunities;
    - ensuring that employees are properly trained;
    - reviewing and approving timesheets and requests for leave;
    - supporting and ensuring compliance with Federal and States mandates, County and Department policies and procedures including those related to equal opportunity and to safety; and
    - conducting administrative investigations, including reviewing, approving and implementing disciplinary actions.
- 
- Represents the Department in community outreach efforts by:
    - Participating in conferences and meetings to develop and maintain collaborative partnerships with community leaders, local, regional, and statewide organizations, non-profit agencies, local businesses, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department's goals and services;

- representing the Department's needs and priorities within these "partnerships;"
- representing the Department in a variety of community outreach activities and public awareness programs;
- speaking to groups and individuals regarding Department activities and services; and
- participating as an active and contributing member of designated community organizations, committees/project teams, and special interest work groups as a representative of the Department.
- Responsible for overseeing maintenance and repairs of institutional equipment and buildings.
- Proposes and manages Grant Projects.
- Performs other duties of a similar nature or level as assigned.

### **EDUCATION AND EXPERIENCE:**

**Education:** Bachelor's degree or higher from an accredited college or university

**AND**

**Experience:** Two years of experience as a Probation Services Manager, Assistant Superintendent, Juvenile Correctional Counselor Manager or equivalent; four (4) years of experience as a Deputy Probation Officer (Supervising), or four (4) years of Juvenile Correctional Counselor (Supervising), or equivalent.

**Note:** While a degree in a specific field is not required, the possession of Bachelor's degree or higher in one of the following fields is desired and may be a factor considered during the rating and/or selection process: criminal justice, social work, psychology, sociology or a closely related field.

### **LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:**

Applicants are required to possess a valid California Driver's License, Class C.

Applicants are required to possess the following:

- Juvenile Corrections Officer Core Certificate or Probation Officer Core training certificate issued by the California State Standards and Training for Corrections Program or equivalent
- Supervisor Core training certificate issued by the California State Standards and Training for Corrections Program or equivalent
- Manager and Administrator Core training certificate issued by the California State Standards and Training for Corrections Program within twelve (12) months of appointment.
- Applicants are required to possess a valid California Driver's License, Class C.
- Incumbents of this class have limited Peace Officer powers as delineated in the California Penal Code and must meet training requirements in accordance with Penal Code Section 832 within twelve (12) months of appointment.

- Incumbents assigned to an armed unit must obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to assignment and must maintain the certification while assigned to the unit.
- Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.

**Note:** All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Incumbents must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action in accordance with applicable bargaining agreement.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

### **Knowledge of:**

- Principles and practices of public administration, including effective organization, administration, fiscal management, supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Theories, principles, and practices of modern criminal justice and corrections, and familiarity with current trends in criminal justice and corrections programming.
- Principles of evidence based and evidence informed practices.
- Federal and California State laws, regulations, and statutes relating to juvenile and adult probation and criminal justice; knowledge of County ordinances, policies, and procedures.
- Principles and practices of budgeting, cost analysis, and fiscal management.
- Principles and techniques of social and correctional case and group work.
- Operation and maintenance of institutional facilities; principles of institutional secure detention and facility management.
- Methods and techniques used in dealing with adult and juvenile probationers and related court procedures.
- Practices and techniques of administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- Organization and function of the Probation Department.
- Growth, development, and needs of children.
- Community resources.
- Proper use, handling, and storage of firearms.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.

- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing, and completing numerical, budgetary, and/or statistical reports
- Standard office procedures, practices, equipment, personal computers, and software.

**Skill and/or Ability to:**

- Manage, supervise, evaluate, train, and develop staff and organize and manage their work.
- Research laws, regulations, procedures and/or technical reference materials; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options based upon those conclusions, make appropriate recommendations; and implement the resultant change effectively.
- Formulate and implement programs for juvenile and adult probationers.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Recognize, define, and resolve organizational problems.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Administer contracts and grants according to designated guidelines and regulations.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Represent the Department in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations.
- Prepare a variety of written communications to include reports, policies, and procedures.
- Maintain accurate records and document actions taken.
- Gather and analyze statistical data and prepare comprehensive statistical reports.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Use modern office equipment to include computers and related software applications.
- Perform routine mathematical calculations in order to collect fees, disburse change, etc.
- Administer first aid and CPR.

**PHYSICAL REQUIREMENTS:**

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling: Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer screen, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

**WORKING CONDITIONS:**

- While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions.
- Employees in this class may be subject to disruptive and confrontational people.

**OTHER REQUIREMENTS:**

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- Independent Travel: Incumbents may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours

**CLASS HISTORY AND CLASS INFORMATION:**



---

**Director of Human Resources**

- Date Approved by the Director of Human Resources:
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors:  
05/24/22
- Class Code: 117370