

COUNTY OF SOLANO
CLASS SPECIFICATION
DEPUTY DIRECTOR OF PROBATION
Effective Date: 09/26/2017

CLASS SUMMARY:

This is a single position classification, where the incumbent under general administrative direction, plans, organizes and directs the operations of Probation Field Services of the County Probation Department. This is a senior management class, with responsibility to coordinate staff development, serves as a member of the department's management team, and represents the department on outside task forces and committees. 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
- **Probation Services Manager** class which oversees court services, juvenile, and/or adult offender probation services divisions.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Director of Probation, or his/her designee
- Provides supervision to assigned Probation Services Managers 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 divisions and/or projects and performs managerial responsibilities such as:
 - reviewing division projects, meeting with assigned staff to review progress in completing department projects;
 - developing and reviewing scope of work for contract services, reviewing scope of work and monitoring services to ensure objective are met;
- Exercises management authority for assigned services and activities and performs managerial responsibilities such as:
 - monitoring purchases and expenditures;
 - approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
 - providing input to the department's budget;
 - monitoring goals and objectives of the unit and taking corrective actions as appropriate;
 - recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service; and
 - coordinating and monitoring 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.

- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
 - establishing standards for acceptable work products and evaluating performance;
 - interviewing applicants and making selections;
 - conducting administrative investigations, including reviewing, approving and implementing disciplinary actions and terminations;
 - providing career development mentoring;
 - assigning work and planning and scheduling staff's 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; and
 - supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
- Represents the Department in community outreach efforts by:
 - developing and maintaining 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;
 - facilitating meetings with internal and external partners
 - 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 departmental 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.
- Oversees the work of technical support consultants and contractors
 - reviewing project contracts and ensuring work is completed according to terms and conditions of contract
- Utilize firearms for self-defense, for the defense of others and/or to reduce the risk of threat in life-threatening situations when assigned to manage an armed unit.
- May be required to direct the operations of the Juvenile Detention Facility in the absence of the Superintendent.
- 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 experiences as a Probation Services Manager 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 the following:
 - Adult or Juvenile Corrections Officer Core Certificate or Probation Officer Core training certificate issued by the California State Standards and Training for Corrections Program
 - Supervisor Core training certificate issued by the California State Standards and Training for Corrections Program
 - Manager and Administrator Core training certificate issued by the California State Standards and Training for Corrections Program
- 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.
- Employees 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.

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. Employees 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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of 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; knowledge of County ordinances, policies and procedures.
- Principles and practices of budgeting, cost analysis, and fiscal management.

- Practices and techniques of administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- 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, make appropriate recommendations; and implement the resultant change effectively.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- 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 office in meetings with representatives from various County and non-County organizations, with court officers, 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.
- Demonstrate the correct use and care of firearms.
- 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 professional, 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, occasional standing, occasional walking, pushing, pulling, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to 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, view a computer terminal, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- **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. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

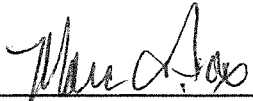
- While most work will be in an office setting, visits to field or outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions, and walking on uneven terrain.
- Employees in this class may be required to work in a jail/juvenile detention facility and thus may be subject to exposure to communicable diseases, disruptive and confrontational people, intense noises, odors, and blood and other bodily fluids.
- Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- **Independent Travel:** Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend court, 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.
- **Peace Officers** must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.
- Employees must meet requirements to possess and carry firearms.
- Must pass a physical exam and psychological evaluation as a condition of hire.
- **Firearm Proficiency:** Prior to assignment to an armed unit, employees must pass a psychological examination confirming fitness to be armed and complete required firearm training which includes:

an approved course on firearms pursuant to Penal Code Section 832; a review and acknowledgement of the Department's firearms policy; a Basic Force and Weaponry Course as selected by the Department; quarterly firearms qualification training; and other training required by the Department.

- Drug Testing: Candidates for positions in this class and employees in this class will be subject to Pre-Employment, Reasonable Suspicion, Post Accident, Return-To-Duty and Follow-Up drug testing in accordance with the Solano County Alcohol and Drug Free Workplace Policy.



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:
- Date(s) Revised:
- Date(s) Retitled and Previous Titles of the Class:
- Class Code: