

COUNTY OF SOLANO

DEPUTY PROBATION OFFICER (SUPERVISING)

Rev. 04/06

DEFINITION

Plans, organizes and supervises a unit of Deputy Probation Officers in the conduct of investigations and development probation recommendations for the Courts; serves as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

This is a first level, supervisory class in the Deputy Probation Officer series. Incumbents are responsible for a work unit of Deputy Probation Officers engaged in making assessments, preparing probation reports and/or supervising adult or juvenile probationers. Employees in this class also perform project and program management. This class is distinguished from Probation Services Manager in that the latter is a Division Head responsible for managing all probation services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a management level employee.

Exercises supervision over technical and clerical staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Establishes work standards and expectations by providing each subordinate with a clear model of work performance including tasks involved, skill required and how the same will be evaluated; designs and provides examples, models and resource materials for subordinates.

Evaluates subordinate personnel; reviews work performance of subordinate personnel by reading reports, completing, reviewing and evaluating with discussion, where necessary; maintains journal of evaluation meetings with assigned staff.

Makes recommendations for hiring new personnel or for promotions; makes recommendations regarding disciplinary actions when needed; chairs regular meetings with assigned staff to receive input and provide communication concerning work progress, departmental policies and procedures.

Corrects work performance when necessary, by pointing out standards expected and ascertaining causes for failure to meet standards; trains or arranges training for staff.

Manages and monitors staff assignments by auditing work hours and type of cases assigned; adjusting schedules and keeping track of overtime; assigning custody cases on an as needed basis to streamline the work flow.

Maintains professional relationships by meeting with Judges, District Attorneys, Public Defenders and department management to analyze work process and progress and to resolve problems; meets with the public, clients, or victims as necessary, to review casework or resolve complaints.

Works in concert with local law enforcement agencies to assist with investigations and conduct search and arrest operations; may make arrests and conduct searches of persons, homes, schools, and/or places of employment; performs drug tests within chain of evidence procedures, when violations of probation occur; may make arrests and searches of persons; performs drug tests within chain of evidence procedures, when violations of probation occur.

Develops grant proposals and monitors implementation; assists in the development of and manages long and short term programs and projects; monitors quality and evaluates the effectiveness and efficiency of staff in performing activities related to the project; modifies, enhances or maintains program operations or objectives based on the evaluation; writes reports.

Keeps abreast of legislative changes and assists in planning proper work flow or department response to those changes; prepares work program statistics for annual report and assures assigned staff have completed required training; may be assigned additional administrative and/or supervisory responsibility.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends meetings, training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Thorough knowledge of problem solving techniques, adolescent and adult psychology; family dynamics and family systems.

Physical, sexual, drug and alcohol abuse, and treatments for same.

The State Welfare and Institutions Codes, Penal, Health and Safety, Business and Professions and Vehicle Codes.

Municipal and Superior Court rules and procedures.
Considerable knowledge of County Probation Department policies, procedures and standards.

Effective supervisory techniques.

Working knowledge of public personnel policies, grievance procedures and disciplinary policies.

Community resources.

Effective meeting management.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Plan, organize and supervise line Probation services.

Interpret and explain laws, regulations and policies governing probation program operations.

Collect and analyze data to establish/identify needs; evaluate program effectiveness.

Prepare narrative and statistical reports.

Comply with laws, regulations and professional practices governing probation program services and operations.

Supervise the work of others engaged in probation activity.

Organize and prioritize work assignments.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently; proofread, analyze and edit Probation reports.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Three (3) years of full-time work experience equivalent to a Deputy Probation Officer (journey level) or one (1) year as a Deputy Probation Officer (Senior) with the County of Solano.

Education/Training:

A Bachelor's degree is required from an accredited college or university, preferably in criminal justice, social work, psychology, sociology or a closely related field.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California driver's license is required.

Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.

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 six (6) months of appointment.

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.

Completion of the Probation Core Course certified by the California Corrections Standards Authority unless such training was not mandated at the time the candidate was initially employed as a Deputy Probation Officer, is required prior to appointment.

Must pass a physical exam and psychological exam as a condition of hire.

SUPPLEMENTAL INFORMATION

Independent travel is required.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). May involve prolonged standing. May occasionally involve lifting or moving weights up to 100 pounds. 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.

Sensory Requirements: Requires the ability to recognize and identify colors, shapes, sounds,

forms, tastes or textures associated with job-related objects, materials and tasks.

Environmental Factors: Requires the ability to work under conditions where there is a moderate degree of exposure to environmental factors posing a risk of injury or illness. Work includes exposure to potentially hostile or irate people.

Yolanda Irigon
Director of Human Resources

CSC Date: April 12, 2006
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