



## **DEPUTY PROBATION OFFICER SUPERVISOR (A)**

### **DEFINITION**

Under direction, plans, organizes, coordinates, supervises, reviews, and evaluates the activities of staff and activities in the field of adult and juvenile community corrections and juvenile residential corrections within the Probation Department; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Deputy Chief Probation Officer, Superintendent, or Assistant Superintendent. Exercises supervision of Deputy Probation Officers I/II/III and Probation Assistants.

### **CLASS CHARACTERISTICS**

This is the first full supervisory level classification in the professional probation class series. In addition to performing professional probation assignments, incumbents are responsible for planning, organizing, coordinating, and supervising assigned units within court and community supervision units as well as in institutions.

This class is further distinguished from the Deputy Chief Probation Officer/Superintendent/Assistant Superintendent in that the latter has division level or institution level responsibilities within the Probation Department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Plans, organizes, coordinates, and supervises assigned probation programs and activities.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action and other personnel decisions.
- Receives, investigates, and resolves complaints relating to juvenile and adult probation and juvenile detention.
- Assigns incoming cases and reviews and evaluates staff work; trains probation staff in work methods and procedures; develops professional growth plans for probation staff.
- Reviews court reports and casework to ensure compliance with laws and departmental policies; identifies problems and/or inconsistencies and recommends corrective actions, while promoting reduced recidivism and increased pro-social behaviors.
- Establishes and maintains contact with representatives of law enforcement and social service agencies involved with the Department.
- Participates in developing, planning, and implementing departmental policies and procedures.
- Prepares grant funding requests; coordinates the use of various community, medical, and psychological programs and resources for probationers.
- Attends and participates in a variety of hearings and other meetings; may represent the Department on committees and task forces.
- May act for the Deputy Chief Probation Officer or Superintendent on a relief basis.
- May be assigned to special programs requiring substantial independence and decision making.
- Performs related duties as assigned.

When performing community corrections duties:

- Counsels probationers and consults with interested agencies and individuals to resolve difficult case problems.
- Participates in multidisciplinary collaboration sessions.
- Oversees and monitors placement of offenders in various rehabilitation and/or treatment programs.
- May handle a specialized administrative caseload of adult and/or juvenile clients.
- Engages in the role of a first responder or front-line law enforcement while acting in the course and scope of regular probation duties.
- May investigate victim claims in order to recommend necessity and/or amount of restitution.
- May prepare court reports and court orders relating to terms of probation and civil matters.

When performing institutions duties:

- Ensures the provision of a safe and productive shift environment, including staffing levels; delivery of programming; and compliance with rules, regulations, and laws.
- Conducts complex or sensitive individual and family counseling sessions to resolve crises and problems, and establish behavioral goals; provides reunification counseling and placement preparation counseling; completes diagnostic evaluations as assigned.
- Advises and participates with staff in the development and implementation of recreational and treatment programs in a County juvenile facility; provides crisis intervention and referral as required.
- Determines appropriateness of admission or release of juveniles and completes necessary paperwork; serves as a member of the diagnostic team.
- Assists physicians in medical screenings of juveniles and ensures that medical orders are implemented.
- Implements and maintains extensive behavior modification programs for juveniles.
- Reviews and prepares logs, records, and reports; inventories and orders supplies; attends and conducts staff meetings and training sessions.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of employee supervision, including selection, training, evaluation, and discipline.
- Principles, practices, and techniques of adult and juvenile probation.
- Applicable federal, state, and local laws and regulations.
- Principles and practices of applied psychology and behavior modification.
- Principles and practices of adult and juvenile criminal and civil justice system.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages, assessment platform and case management systems) to conduct, compile, and/or generate documentation.

**Ability to:**

- Assess and evaluate the risks and needs of adult and juvenile probationers.
- Intervene in crises situations and determine and take appropriate actions.

- Compile and analyze complex information from a variety of sources and develop sound recommendations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Compose reports, correspondence, and other written material; analyze complex information from a variety of sources.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in criminal justice, social science, behavioral science, or a closely related field; **AND** two (2) years of professional probation experience at a level equivalent to the County's class of Deputy Probation Officer II;

OR

One (1) year of advanced professional probation experience at a level equivalent to a senior or lead-level Deputy Probation Officer.

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- Possession of a Basic Probation Officer Board of State and Community Corrections Training certificate and a certificate of completion of Penal Code 832 training.
- Must obtain a Board of State and Community Corrections Basic Supervisor Training certificate within the first year of employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a vehicle to various County and meeting sites; maintain California Board of Corrections physical standards, including mobility, physical strength, and stamina to respond to emergency situations and to perform assigned duties; vision to maintain a firearms qualification (if assigned) and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access work sites. Finger dexterity is needed to access,

enter, and retrieve data using a computer keyboard or calculator and to operate public safety equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures. The duties of this class are performed in an environment with exposure to criminal and juvenile offenders, and mentally ill persons.

### **WORKING CONDITIONS**

Must be able to work irregular, long, rotating, and emergency shifts. Candidates not currently employed as a peace officer with the County's Probation Department must also successfully meet all requirements for peace officer status pursuant to Government Code Sections 1029 and 1031, including a criminal history check, comprehensive background investigation, and psychological and medical evaluation, calibrated for the possession and use of firearms. Must be at least 18 years of age prior to employment, by the authority of CCR Title 15 Sec. 131(a) (7). Must pass the Probation Officer written examination as developed and approved by the Board of State and Community Corrections (BSCC), by the authority of California Code of Regulations (CCR) Title 15, Sec. 131(a)(1).