



MARCH 2019  
FLSA: NON-EXEMPT  
Bargaining Unit: PR  
JCN: 5701/5702

PA # 4/PO.1-3

County of El Dorado  
June 1990

Revised November 2004  
Re-titled from Probation Officer I/II July 2005

Revised: November 2012  
Revised: January 2013

## DEPUTY PROBATION OFFICER I/II

### DEFINITION

Under general supervision or direction, performs a variety of duties ~~in~~related to intake, court, and field ~~probation work~~probation services for juveniles and adults, such as providing recommendations to the court, caseload management, counseling and guidance, enforcing the conditions of probation, investigating clients, and coordinating and providing direct services for probation related programs; and performs related duties as assigned.

### DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from an assigned Supervising Deputy Probation Officer. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

Deputy Probation Officer I: This is the entry-level classification in the Deputy Probation Officer class ~~in this professional~~ series. Initially under ~~close~~general supervision, incumbents provide probation services while learning policies, rules, methods, and procedures. As more experience is gained, duties become more diversified and are performed under ~~more general~~less supervision. ~~This class is alternately staffed with~~ and direction.

Deputy Probation Officer II ~~and incumbents may advance after gaining experience and demonstrating proficiency, which meet the qualifications for the higher-level class.~~

Deputy Probation Officer II: This is the journey-level classification in the Deputy Probation Officer class ~~in this professional~~ series, and is fully competent to perform the full range of probation peace officer duties for a diversified clientele. Incumbents are responsible for monitoring and providing rehabilitative services to adult and juvenile offenders and for ensuring adherence to ~~the~~ court orders.

This class is distinguished from ~~Senior~~the Sr. Deputy Probation Officer in that the latter provides lead direction to probation staff and/or performs the more specialized probation duties.

Positions in the Deputy Probation Officer class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

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

- > Monitors a caseload of ~~juveniles~~juvenile and/or ~~adults~~adult offenders; assesses needs and develops rehabilitation treatment programs.
- > Ensures adherence to ~~the~~ court orders; counsels and advises offenders regarding pertinent personal, social, educational, financial, vocational, and health matters.
- > ~~Performs the full range of responsibilities as a California Peace Officer as identified in PC 830.5.~~
- > Arranges and monitors placement of offenders in various rehabilitation and/or treatment programs.
- > Intervenes in crisis situations involving offenders; interviews and ~~advises~~advises offenders, family members, victims, and others; confers with other departments or agencies and makes referrals as needed.
- > Investigates and processes violations and makes recommendations to the ~~Court~~court; arrests and transports probationers to detention facility.
- > Compiles, investigates, verifies, and presents reports on personal, social, educational, financial, vocational, health, and/or prior criminal history of offenders; develops recommendations for disposition and presents reports to various courts, officials, and agencies.
- > Appears and/or testifies in court for a variety of hearings; attends special and/or review hearings.
- > Conducts alcohol/drug testing; processes required paperwork.-
- > Writes and accurately files a variety of progress reports, legal documents, and reports relating to assigned offenders.
- > Completes court-ordered investigations.
- > Investigates and makes recommendations regarding courtesy supervision by outside agencies.
- > Identifies and develops community resources, including foster parents and residential facilities; coordinates licensing procedures.
- > Serves as Placement Officer; investigates and monitors placement resources; transports juveniles.
- > Coordinates and administers support programs for probation such as diversion or community service work.
- > Maintains communication and liaison with law enforcement, social services, probation, and other community resource agencies.
- > ~~May conduct~~Conducts searches of clients, ~~and including~~ client residences and possessions.
- > ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- > Performs related ~~work~~duties as assigned.

### **QUALIFICATIONS**

~~NOTE: The level and scope of knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics.~~

~~Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.~~

#### **Knowledge of:**

- > Principles, practices, and techniques of probation duties.
- > Principles and practices of applied psychology and behavior modification.
- > Applicable federal, state, and local laws, ordinances, and ~~regulations.~~ policies applicable to adult and juvenile custody and probation.
- > Principles and practices of Penal Code, Welfare and Institution Code, Title 15, juvenile law, drug laws, and search and seizure laws.
- > Methods and techniques of effective interviewing.
- > Basic principles, practices, and procedures of adult and juvenile criminal and civil justice systems.

- > Community resources and agencies.

**Skill in:**

- Assessing Principles and evaluating 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) to conduct, compile, and/or generate documentation.

**Ability to:**

- > Assess and evaluate the risks and needs of adults and juveniles.
- > Developing/Develop and monitoring/monitor rehabilitation treatment programs.
- > Interviewing/Interview in crises/crisis situations and determining/determine and taking/take appropriate actions.
- > Compiling/Compile and analyzing/analyze complex information from a variety of sources and developing/develop sound recommendations.
- Using/Develop and implement effective case management strategies, including involvement of appropriate adjunct services and therapies.
- Conduct investigations and evaluations of juvenile and adult criminals, and other situations including, social history, nature of crime or situation, aggravating/mitigating circumstances, and related factors of evaluation.
- Compose reports, correspondence, and other written material; analyze complex information from a variety of sources.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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 established general policy, procedural, and legal guidelines.
- > Using tact, discretion and prudence in establishing and maintaining Establish, maintain, and foster positive and effective working relationships with those contacted in the course of ~~the~~ work.

**Education and Experience:**

Deputy Probation Officer I:

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;

OR

Internal Pattern Only: One (1) year of experience counseling and overseeing juveniles in an El Dorado County detention facility.

*Deputy Probation Officer II:*

In addition to the above, one (1) year of experience at a level equivalent to the County's class of Deputy Probation Officer I, including the required Probation Officer CORE training, 832 PC training and CPR/First Aid training.

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License by time of appointment and a satisfactory driving record.
- Must successfully complete and obtain the following within the first year of employment:
  - A Probation Officer CORE certificate, by the authority of CCR Title 15, Sec. 131(a)(4);
  - A certificate of completion of Penal Code 832 training, by the authority of California Penal Code Sec. 830-832; and
  - A CPR/First Aid certification, by the authority of Board of State and Community Corrections Training Manual.

**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 offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

**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. Must be at least 18 years of age prior to employment, by the authority of CCR Title 15 Sec. 131(a)(7). ~~Composing reports, correspondence and other written materials.~~

**Other Requirements:**

- 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).
- ~~Demonstrate competence in oral communication as demonstrated in an interview, by the authority of CCR Title 15 Sec. 131(a)(2).~~
- ~~Must be at least 18 years of age prior to employment, by the authority of CCR Title 15 Sec. 131(a)(7).~~
- ~~Must be a citizen of the U.S. (or a permanent resident alien who is eligible for and has applied for citizenship), by the authority of California Government Code (CGC) Sec. 1031.~~
- ~~Cannot have a felony conviction, by the authority of CGC Sec. 1029.~~
- ~~Must be fingerprinted for purposes of a search of local, state, and national fingerprint files to disclose any criminal record, by the authority of CGC Sec. 1031.~~
- ~~Must pass a comprehensive background investigation by the authority of CGC Sec. 1031 and CCR Title 15, Sec. 131(a)(3).~~
- ~~Must successfully meet current guidelines established by the BSCC for vision, hearing and medical screening by the authority of CGC sec. 1031 and CCR Title 15, Sec. 131(a)(6).~~
- ~~Must successfully pass a comprehensive psychological exam administered by a licensed psychologist by the authority of CGC Sec. 1031.~~
- ~~Must possess and maintain a valid driver's license.~~
- ~~Must successfully complete and obtain within the first year of employment:
  - a Probation Officer CORE certificate, by the authority of CCR Title 15, Sec. 131(a)(4),
  - a certificate of completion of Penal Code 832 training, by the authority of California Penal Code Sec. 830-832,
  - CPR /First Aid certification, by the authority of Board of State and Community Corrections Training Manual.~~
- ~~Must successfully complete a one (1) year probationary period, by authority of the CCR Title 15, Sec. 131(a)(5), and Operating Engineers Local #3, Probation Bargaining Unit Memorandum of Understanding (MOU) Article 11 Sec. 1.~~

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Working conditions in office, field and other county facility settings; occasional exposure to various weather conditions; assignments may be comprised of irregular, long, rotating and emergency shifts.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting, bending; wrist and arm motions and

~~upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 25 lbs. **Occasional** standing, walking and reaching; lifting, carrying or pushing objects that weigh 26—40 lbs.; extreme physical exertion to assist with physical altercations. **Infrequent** climbing, running and jumping; lifting, carrying or pushing objects that weigh more than 40 lbs.~~

### ~~Education and Experience:~~

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.~~

~~Deputy Probation Officer I: Equivalent to graduation from a four-year college or university. Major coursework in criminal justice, social science, behavioral science or a closely related field is preferred. Related professional level criminal justice experience may be substituted for up to two years of the required education.~~

~~Deputy Probation Officer II: In addition to the above, one year of experience at a level equivalent to the County's class of Deputy Probation Officer I, including successful completion of probationary period and required Probation Officer CORE training, 832 PC training and CPR/First Aid training.~~