



~~NOV~~DECEMBER ~~2018~~2025  
FLSA: EXEMPT  
~~Bargaining Unit~~ARGAINING UNIT: UD  
JCN: 1256

## CHIEF PROBATION OFFICER

### DEFINITION

Plans, organizes, manages, and provides direction and oversight for all functions and activities of the El Dorado County's (County) Probation Department as codified by statute in accordance with Government Code ss Sections 27770-27773, Welfare and Institutions Code and Penal Code; formulates departmental policies, goals, and directives; coordinates assigned activities with other County departments, courts, officials, outside agencies, and the public; fosters cooperative working relationships among County departments, courts, intergovernmental and regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Chief Administrative Officer, County departments, and the Board of Supervisors in areas of expertise; maintains regular communication with the Presiding Judge of the Juvenile Court and the Presiding Judge of the El Dorado County Superior Court (Superior Court) and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Appointed by the Board of Supervisors with Superior Court participation. This position, and receives policy guidance and direction from; the Board of Supervisors with additional input from Presiding Judge of the Juvenile Court and the Presiding Judge of the Superior Court. Receives administrative direction from the Chief Administrative Officer or Board of Supervisors. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

### CLASS CHARACTERISTICS

This is an at-will Department Head position employed by the County, appointed by the Superior Court of El Dorado County Board of Supervisors, with appointment and employment terms governed by the Memorandum of Understanding with the Superior Court and the El Dorado County Charter, and under the direction of the Presiding Judge and Presiding Juvenile Court Judge. The incumbent has departmental-level responsibility for overall policy development, program planning, administration, and fiscal management; and is responsible for developing and implementing departmental goals, objectives, and work standards in addition to furthering County goals and objectives; and is responsible for working collaboratively with the Superior Court and other justice system partners in the development, implementation, and administration of probation services and county-wide initiatives.

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

- Directs and oversees the development of departmental strategic plans and initiatives, focusing on assessing, developing, delivering, expanding, and contracting, and evaluating services to meet community needs, and evaluating the outcomes in terms of effectiveness and cost efficiency to meet community needs.
- Develops and directs the implementation of goals, objectives, work standards, and departmental policies and procedures to ensure compliance with local, state, and federal regulations, codes and statutes.
- Manages and participates in the development and administration of the department's annual budget, including developing and implementing capital improvements; directs the forecasting of additional

funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Plans, organizes, coordinates, and directs, through subordinate supervisors, all probation and juvenile institutions functions for the County.
- Works closely with the Board of Supervisors, Chief Administrative Officer, the Courts, other County departments, and a variety of public and private organizations in developing and implementing programs related to probation and juvenile institutions.
- Directs the development of management systems, procedures, and standards for program evaluation; monitors developments relating to probation and juvenile institutions-justice matters, evaluates their impact on County and Superior Court operations, and implements changes.
- Monitors emerging technological innovations and societal trends relevant to community corrections and justice-involved populations; evaluates their operational and ethical implications; and implements adaptive strategies, tools, or training to maintain service relevance, workforce capability, and public trust.
- Chairs the County's multi-agency Community Corrections Partnership (CCP) as required by state law, and actively participates in collaborative justice councils and initiatives to align probation strategies with county-wide public safety, treatment, and reintegration goals.
- Represents the Department to the public and media, responding to inquiries and building community trust in probation services through transparent communication and responsive leadership.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Reviews and evaluates the effectiveness of programs and services and determines priorities.
- Confers with staff on specific cases; interprets probation policies and ensures their consistent application.
- Prepares or directs the preparation of a variety of periodic and special reports related to departmental activities and the maintenance of accurate records and files.
- Implements judicial policy direction by maintaining regular, structured communication with the Superior Court Presiding Judge and Presiding Judge of the Juvenile Court; ensures timely, accurate court reports/recommendations; and executes court-directed initiatives.
- Implements and monitors Evidence-Based Practices (EBP), uses validated Risk-Need-Responsivity (RNR) assessment tools, and monitors the Department's performance to improve outcomes and inform resource allocation.
- Ensures compliance with Title 15 and Title 24 of the California Code of Regulations, Prison Rape Elimination Act (PREA) standards, and juvenile realignment (SB 823/92) requirements.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal/objective setting, policy and procedure development, work planning, contract administration, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of program management, including development; funding sources and accountability frameworks; grant ~~writing~~ proposal writings; program evaluation; quality control; and fiscal and budget management planning, evaluation, and monitoring.
- Principles and practices of public administration, management, and leadership.
- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and ~~the staff~~ training ~~of staff in work procedures~~.

- Principles, practices, and techniques of adult and juvenile probation and juvenile detention, including current EPB in community corrections.
- Applicable federal, state, and local laws, codes, ordinances, rules, and regulations related to adult and juvenile probation.
- Legislative issues relating to department programs and practices.
- Public sector labor relations and collective bargaining concepts.
- Principles and practices of budget administration and control.
- Principles and practices of applied psychology and behavioral science as it related to behavior change and rehabilitation behavior modification procedures.
- Principles, practices, and procedures for adult and juvenile criminal and civil justice systems.
- Principles and techniques for working with groups and fostering effective team interaction and to ensure a positive and supportive work culture
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, justice system partners, 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:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the County.
- Prepare and administer large and complex budgets; and allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Analyze complex probation, detention, operational, and administrative problems; evaluate alternative solutions; and recommend or adopt effective courses of action.
- Exercise sound independent judgment and maintain confidentiality when handling sensitive situations; and use tact and professionalism in dealing with diverse groups and complex issues.
- Plan, organize, coordinate, and direct the programs and functions of adult and juvenile probation.
- Manage and operate the varied functions of a juvenile institution.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support staff personnel; and delegate authority and responsibility.
- Prepare clear and concise reports, correspondence, and other written material.
- 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, justice system partners, and County staff.
- Model ethical leadership, advance equity and cultural responsiveness, and communicate transparently with the community and stakeholders.
- Apply the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Use modern equipment and communication tools used for business functions and program, project, and task coordination.
- Use computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

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#### Education and Experience:

~~Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying. 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 public administration, psychology, criminal justice, psychology, sociology, ~~a~~-behavior science, or a closely related field;

AND

Seven (7) years of increasingly responsible experience in adult and/or juvenile probation (including detention) administration, of which two (2) years were at a senior management level.

#### 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, or ability to obtain ~~and maintain~~, a valid possession of appropriate Standards and Training for Corrections (STC) Management Course certified by the Board of State and Community Corrections (BSCC) within twelve (12) months of appointment.
- Possession of, or ability to obtain, a ~~valid possession of certificate of completion of~~ section 832 of the Penal Code (Search and Seizure) within twelve (12) months of appointment.
- Possession of valid First Aid and CPR certification.

#### Special Requirements:

This position is a peace officer under Penal Code section 830.5 and appointment is contingent upon successful background investigation, Live Scan, psychological, and medical evaluations.

#### 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 visit various County and meeting sites; maintain California Board of Corrections physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain 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 may involve fieldwork requiring 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 police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Reasonable accommodations ~~will~~may be made for individuals on a case-by-case basis.

#### ENVIRONMENTAL CONDITIONS

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Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work outdoors with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, 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~~ justice-involved individuals, including persons with mental health needs, mentally ill individuals, and persons potentially infected with communicable diseases.

#### **WORKING CONDITIONS**

May be required to attend meetings outside of regular working hours.