



## 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 Assistant Deputy Chief Probation Officer, ~~or Assistant~~ Deputy Chief Probation Officer. Exercises supervision ~~of over assigned~~ Deputy Probation Officers ~~ss~~ 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 Assistant Deputy Chief Probation Officer and the Deputy Chief Probation Officer in that the latter have division-level or institution-level responsibilities within the Probation Department. 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.
- Implements Evidence-Based Practices (EBP) in cCommunity cCorrections and iInstitutional sServices, including the implementation of the Risk-, Nneed-s, and Rresponsivity (RNR) practicesrinciples (RNR).
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Evaluates employee performance, counsels<sup>2</sup> employees, and effectively recommends initial disciplinary action and other personnel decisions.
- Reviews and approves payroll and time study documents for accuracy.
- Ensures assigned staff are -in compliance with Standards and Training for Corrections (STC) requirements.
- 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 ~~D~~departmental policies; identifies problems and/or inconsistencies and recommends corrective actions, while promoting reduced recidivism and increased pro-social behaviors.

- Reviews cases to ensure team members are engaging in EBP & RNR practices.
- Establishes and maintains contact with representatives of law enforcement and social services 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 Assistant Deputy Chief Probation Officer 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/matters.
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- Participates in multidisciplinary collaboration sessions.
- Oversees and monitors placement of offenders in various rehabilitation and/or treatment programs.
- May handle a specialized administrative confidential caseload of adult and/or juvenile clients and cases.
- 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 maintaining staffing levels/ratios; delivery of programming; and ensuring compliance with rules, regulations, and laws.
- Conducts complex or sensitive individual and family counseling sessions to resolve crises and problems, and establishes behavioral goals; provides reunification counseling and placement preparation counseling; completes diagnostic-risk/needs assessments 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 referrals as required.
- Determines appropriateness of admission or release of juveniles and completes necessary paperwork; serves as a member of the diagnostic-a 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 disciplinary action.

- Principles, practices, and techniques of pretrial adult and juvenile probation services.
- 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 work and professional team interaction. ~~to ensure teamwork is conducted smoothly professionally.~~
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff in a professional manner.
- 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 platforms and case management systems) to conduct, compile, and/or generate documentation.

#### **Ability to:**

- Assess and evaluate the risks and needs of pretrial, adult and juvenile probationers/clients.
- Intervene in crises situations ~~and determine~~ and take appropriate actions.
- ~~Compile and analyze~~ Analyze complex information from a variety of sources, ~~and~~ develop sound appropriate recommendations, and compose reports, correspondence and other written materials.
- 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, and 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.
- Evaluate the use of EBP and RNR principles.

#### **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 EITHER**

~~two~~ One (21) years of advanced professional probation experience at a level equivalent to the County's class of ~~Deputy Probation Officer II;~~ a Sr. Deputy Probation Officer or Deputy Probation Officer III;

**OR**

~~Four (4) years of journey-level professional probation experience at a level equivalent to the County's class as a 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 and/or Juvenile Institutions Officer Core Training Certificate as approved by the Board of State and Community Corrections. ~~Training certificate~~
- ~~Possession and of~~ a certificate ~~for the~~ of completion of Penal Code 832, Arrest, Search & Seizure training.
- Must obtain a Board of State and Community Corrections Basic Supervisor Training certificate within ~~the first one~~ year of ~~employment~~ appointment.

**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).