



NOVEMBER 2018
FLSA: EXEMPT
Bargaining Unit: UD
JCN: 1256

CHIEF PROBATION OFFICER

DEFINITION

Plans, organizes, manages, and provides direction and oversight for all functions and activities of the County's Probation Department as codified by statute in accordance with government code Sections 27770-27773; formulates departmental policies, goals, and directives; coordinates assigned activities with other County departments, officials, outside agencies, and the public; fosters cooperative working relationships among County departments, 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; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Appointed by, and receives policy guidance from, 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 appointed by the Superior Court of El Dorado County 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.

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 services to meet community needs, and evaluating the outcomes in terms of effectiveness and cost efficiency.
- Develops and directs the implementation of goals, objectives, work standards, and departmental policies and procedures to ensure compliance with local, state, and federal regulations 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 matters, evaluates their impact on County operations, and implements changes.

- 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.
- 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; grant writing proposals; 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 training of staff in work procedures.
- Principles, practices, and techniques of adult and juvenile probation and juvenile detention.
- 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.
- Principles and practices of budget administration and control.
- Principles and practices of applied psychology and 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 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, 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; 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.
- 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; 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, 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.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in psychology, criminal justice, 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, a valid California/Nevada Driver's License by time of appointment and a satisfactory driving record.
- Possession of, or ability to obtain, a valid possession of appropriate Standards and Training for Corrections Management Course certified by the Board of State and Community Corrections (BSCC).
- Possession of, or ability to obtain, a valid possession of section 832 of the Penal Code (Search and Seizure).
- Possession of First Aid and CPR certification.

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 be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

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