



JANUARY 2024
FLSA: EXEMPT
Bargaining Unit: SM
JCN: 0237

ASSISTANT DEPUTY CHIEF PROBATION OFFICER

DEFINITION

Under direction, plans, organizes, and directs the operations of a Probation Field or Institutional Services Division of the County's Probation Department; implements changes in policy and/or procedure as needed; coordinates staff development, training, personnel actions, and division team problem solving; serves as a member of the department's management team; represents the department on outside task forces and committees; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Chief Probation Officer. Exercises supervision over assigned professional and support staff.

CLASS CHARACTERISTICS

This is a management-level classification. Incumbents oversee court services and juvenile/adult offender probation supervision and can serve as the Superintendent of the Juvenile Treatment Center (JTC). Some Assistant Deputy Chief Probation Officers manage the work of an armed unit in order to supervise caseloads of high-risk offenders and therefore will be, in accordance with department policy, authorized to carry firearms. This class is distinguished from the Deputy Chief Probation Officer which is an executive management class and has greater overall responsibilities for departmental operations and support functions. This class is further distinguished from the Deputy Probation Officer Supervisor class which is a supervisory class that plans, organizes, and supervises a unit of Deputy Probation Officers.

EXAMPLE OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Exercises management authority for assigned services and activities of the division managed.
- Develops, plans, and coordinates the implementation of new programs; establishes timelines and parameters for programs; establishes and implements program evaluation procedures.
- Monitors purchases and expenditures for the assigned division.
- Approves non-routine expenditures for workplace improvements, to include training, computer software and hardware.
- Assists in the development, administration and monitoring of the annual budget for a division.
- Monitors goals and objectives of the division and takes corrective action as appropriate.
- Recommends implementation of new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or customer service.
- Administers personnel management functions regarding interviewing, reviewing backgrounds and making selections for hire.
- Establishes and maintains standards for acceptable work products, evaluates performance of direct reports and through subordinate supervisors, and provides administrative and technical direction.
- Provides supervision over assigned employees including planning and assigning work, establishing staffing levels, and providing career development, mentoring, and training to employees.
- Represents the department in community outreach efforts by developing and maintaining collaborative relationships with community leaders, local, regional, and statewide organizations, non-profit agencies,

local businesses and other County departments to develop, implement and promote programs and projects consistent with department goals and services.

- Interprets and implements local, state, and federal rules, regulations, and ordinances relating to assigned division.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of management, supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Evidence based practices.
- Effective counseling methods and personality theory.
- Formal methods of problem solving.
- Organizational development and change.
- Laws, regulations, and policies applicable to division managed such as: general knowledge of Title 15, the Prison Rape Elimination Act and the California Penal and Welfare and Institutions Codes.
- County policies and court directives.
- Program development and implementation.
- Principles and practices of budgeting, cost analysis and fiscal management.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures, and narrative reports.

Ability to:

- Supervise, evaluate, train, and develop staff and organize and manage their work.
- Plan, organize and administer effective evidence-based programs.
- Develop and implement operational procedures.
- Identify and analyze administrative problems and implement operational changes.
- Research laws, regulations, procedures, and technical reference materials; analyze, evaluate, and interpret data; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations; and implement changes effectively.
- Independently organize work, set priorities meet critical deadlines and follow-up on assignments.
- Determine the appropriate course of action in crisis and/or emergency situations.
- Maintain confidentiality of records and information according to pertinent laws and regulations.
- Administer contracts and grants according to designated guidelines and regulations.
- Communicate information and ideas clearly and concisely, orally and in writing.
- Use tact, initiative, prudence and independent judgment within policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Maintain accurate records and prepare standard reports of work performed.
- 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 general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Use firearms safely, if authorized, for self-defense or the defense of others in life-threatening situations.

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 criminal justice, social science, behavioral science, or a closely related field;

AND

Two (2) years of supervisory or management experience in juvenile detention or adult or juvenile probation at a level equivalent to the County's class of Deputy Probation Officer Supervisor.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- Must complete the Board of State and Community Corrections STC Manager/Administrator CORE Course within twelve (12) months of appointment and forty (40) hours annually to maintain thereafter.
- Must satisfactorily complete Penal Code 832 and CPR/First Aid training.

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 firearms qualification and to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. 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 may travel to different locations and could be 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, delinquent youth, mentally ill individuals, physically violent/aggressive persons, 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.