



SUPERVISING DEPUTY PROBATION OFFICER SUPERVISOR (B)

DEFINITION

Under direction, plans, organizes, coordinates, supervises, reviews and evaluates the activities of staff and activities in a specified area of the Probation Department.

DISTINGUISHING CHARACTERISTICS

This class is the first full supervisory level in the professional probation series. Incumbents are responsible for planning; organizing, coordinating and supervising assigned units. This class is distinguished from Deputy Chief Probation Officer in that the latter participates in the overall management and administrative responsibility for all County Probation matters.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, coordinates and supervises assigned probation programs and activities.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Evaluates employee performance, counsels' employees and effectively recommends initial disciplinary action and other personnel decisions.
- 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 departmental policies; identifies problems and/or inconsistencies and recommends corrective actions.
- 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.
- Receives, investigates and resolves complaints relating to juvenile and adult probation and juvenile detention.
- Establishes and maintains contact with representatives of law enforcement and social service agencies involved with the Department.
- Attends and participates in a variety of hearings and other meetings; may represent the department or committees and task forces.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

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

Education:

Equivalent to graduation from a four-year college or university.

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Experience:

Two (2) years of probation experience at a level equivalent to the County's class of Deputy Probation Officer II or one (1) year of probation experience at a level equivalent to the County's class of Sr. Deputy Probation Officer.

Major course work in psychology, sociology, a behavioral science or a closely related field is desirable.

Other Requirements:

Must possess a valid driver's license. Must possess a Basic Probation Officer Board of State and Community Corrections Training certificate and a certificate of completion of Penal Code 832 training. Must obtain a Board of State and Community Corrections Basic Supervisor Training certificate within the first year of employment.

Knowledge of:

- Principles and practices of employee supervision, including selection, training, evaluation and discipline.
- Principles, practices and techniques of adult and juvenile probation.
- 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.
- Public and private community resources and agencies.

Skill in:

- Planning, organizing, coordinating, supervising, reviewing and evaluating the work of others.
- Selecting, motivating and evaluating staff and providing for their training and development.
- Developing and monitoring rehabilitation treatment programs for probationers.
- Composing reports, correspondence and other written materials.

Ability to:

- Assess and evaluate the risks and needs of adult and juvenile probations.
- Interview in crises situations and determine and take appropriate actions.
- Compile and analyze complex information from a variety of sources and develop sound recommendations.
- Use initiative and independent judgment within established guidelines.
- Use tact, discretion and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work.

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

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.

HISTORY

JCN: 5710
Created: JUN 1990
Revised: DEC 2000
Revised: NOV 2004
Revised: JUL 2005—re-titled from Supervising Probation Officer
Revised: MAR 2013—HRD