

**PROBATION UNIT SUPERVISOR**DEFINITION

Under direction, supervises a unit of *Probation Officers* and/or supervises staff working in a specialized program; performs complex administrative support work related to probation services and programs; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

CLASS CHARACTERISTICS

This is the supervisory level in the *Probation Officer* series. This class is distinguished from *Probation Officer III* because incumbents of that class perform lead, advanced and/or specialized *Probation Officer* duties, but are not assigned full supervision over staff in a Probation unit or program. This class is distinguished from *Assistant Deputy Chief Probation Officer* because incumbents in that class have management responsibility for a major function in the Probation Department.

TYPICAL DUTIES

1. Plans, assigns, directs and evaluates the work of subordinate staff; participates in the selection and training of staff; reviews subordinates' casework and approves recommendations on juvenile and adult probation reports; advises staff regarding difficult or unusual issues.
2. Initiates corrective action as needed; implements disciplinary action as directed.
3. Supervises and oversees specialized programs and/or may be responsible for highly complex administrative activities that have a department-wide impact.
4. Trains staff regarding court procedures, field and casework, interviewing techniques and/or other aspects of probation work; interprets and explains departmental policies and procedures.
5. Attends court sessions to observe and evaluate employee performance and to ensure that court orders are carried out; may present cases or provide additional information.
6. Identifies staffing and other budget needs; may prepare budget requests for review by management; may perform fiscal and other special projects such as grant preparation and administration.
7. Confers with department management; assists in developing recommendations for policy formation and revision; provides a communication link between management and subordinate staff.
8. Attends training programs, academic courses, seminars, conferences and institutes; may serve as a community resource; may speak before public groups and serve on boards and/or committees as the Department representative; collaborates with outside public and private agencies.
9. May transport individuals, exercise powers of arrest and participate in searches of probationers and their property as required; on occasion, may physically restrain or

subdue individuals, when appropriate, for the safety and protection of themselves and others; may be required to carry a firearm in the performance of duties and meet related State and departmental requirements.

10. May investigate complaints; may conduct and/or participate in administrative investigations.

#### MINIMUM QUALIFICATIONS

##### Either Pattern I

Experience: One year as a *Probation Officer III* in San Joaquin County.

##### Or Pattern II

Experience: Three years as a *Probation Officer II* in San Joaquin County.

##### Or Pattern III

Education: Graduation from an accredited four-year college or university, preferably with a degree in administration of justice, corrections, psychology, sociology, counseling or a related social or behavioral science.

Experience: Four years as a probation officer or parole officer, including at least three years at a journey level comparable to or higher than *Probation Officer II* in San Joaquin County.

Substitutions: Applicants may request that **ONE** of the following may be substituted for one year of the above-required journey-level experience: (1) a master's degree in public or business administration, administration of justice, corrections, psychology, sociology, counseling or a related social or behavioral science; **OR** (2) one year of juvenile detention experience at a level comparable to or higher than *Juvenile Detention Officer* in San Joaquin; **OR** (3) one year of pre-trial inmate interviewing at a level comparable to or higher than *Pre-Trial Program Specialist* in San Joaquin County.

##### And

License: Possession of a valid California driver's license.

Training Requirements: Employees in this class are peace officers as defined by section 830.5 of the Penal Code and must satisfy the State of California criteria for peace officer status. Appointees must meet state-mandated CORE training requirements as defined by Standards and Training in Corrections (STC). As part of this requirement, applicants must provide evidence that they have successfully completed probation officer CORE training or an equivalent training course prior to appointment. Employees must also successfully complete probation supervisor CORE training *within one year of appointment*.

Special Requirements: (1) must be at least 21 years of age upon appointment; (2) must meet minimum standards required for Peace Officers as set forth in Section 1029 and 1031 of the Government Code; (3) must pass a background investigation; (4) must meet physical

standards established for County Safety employees, including a psychological examination; and (5) must qualify for use of a firearm when assigned to a field position.

Knowledge of: Principles and practices of supervision, leadership and training; principles and practices of public administration; project management techniques and practices; principles of written and oral communication including a thorough knowledge of language mechanics, syntax, and composition; principles and methods of logic and data organization; mathematics, statistics and research methods; California Welfare and Institutions and Penal Code sections relating to probation work; theory and practice of probation work; principles and theories of sociology and psychology, particularly those related to assessment and adjustment of adult and juvenile personality development, behavior patterns and motivation; group and family dynamics; advanced interviewing and investigation techniques; social casework practice, educational norms, treatment modalities and crisis intervention; advanced concepts of law enforcement as well as probation and court practices; basic knowledge of socio-economic, psychosocial, and cultural influences on individual behavior; advanced awareness of community resources available for treatment of probationers.

Ability to: Plan, organize, supervise, train and evaluate the work of subordinates in the performance of probation work; lead others in making probation recommendations based upon investigative results; independently complete special probation projects and reports; train staff to manage a probation caseload, including the management of complex and difficult cases; review and edit comprehensive court reports and case files; interpret, explain and apply applicable laws, codes and regulations; make sound decisions in emergency or crisis situations; work with and obtain the cooperation of juvenile and adult probationers, their families and concerned government and private agencies; read and comprehend complex written material involving difficult concepts and issues; gather and analyze data; communicate effectively, both orally and in writing; pay attention to detail; operate a computer; use a firearm; establish and maintain effective working relationships with other probation staff, law enforcement officials, the public, and others.

Physical and Mental Requirements: **Mobility** -- frequent standing, walking, stooping, bending, climbing stairs, driving; constant use of a computer; occasional use of a firearm; **Lifting**—able to lift 50 pounds; **Visual** ---constant overall vision; constant color perception, constant eye-hand coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral; **Dexterity** ---frequent repetitive motion and reaching; **Hearing/Talking** ---constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio; **Emotional/Psychological** ---potential contact with hostile individuals; exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration; **Special Requirements** ---some assignments may require working weekends, nights, and/or occasional overtime; **Environmental** --- occasional exposure to varied weather conditions.

Adopted: 11/18/87  
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