

ASSISTANT DEPUTY CHIEF PROBATION OFFICER**DEFINITION**

Under general direction, assists in planning, directing, organizing, staffing and coordinating various administrative activities for a major function of the Probation Department; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

CLASS CHARACTERISTICS

Incumbents in this management class provide assistance to a *Deputy Chief Probation Officer* by overseeing various programs and projects involving a major Probation function. Responsibilities include managing and directing daily operations and/or administrative functions in court, field, institution, administration or other service areas. This class differs from *Deputy Chief Probation Officer* because incumbents of that class have responsibility for overall management and administration of a major Probation function as assigned by the *County Probation Officer* or *Assistant County Probation Officer*.

TYPICAL DUTIES

1. Assists in planning, directing, organizing, staffing and coordinating the program activities of a major probation service, program or administrative function involving the care, custody, and/or rehabilitation of youths and adults; oversees all operational aspects of assigned area of responsibility; may serve as the assistant superintendent of Juvenile Hall.
2. Participates in the selection and assignment of staff as appropriate; supervises and evaluates the work of subordinates and provides administrative and technical direction; assures work quality and accuracy within programs; ensures that employees have adequate training and utilize safe work practices; may conduct daily inspections of the units as assigned to insure compliance with agency standard operations; manages security of equipment and supplies used in the care and control of wards; initiates corrective action as needed; implements disciplinary action as directed.
3. Participates in and/or oversees personnel and labor relations-related activities as assigned; coordinates departmental personnel activities with County Human Resources and Labor Relations as appropriate.
4. Assists in planning and conducting in-service training programs; may oversee departmental training activities.
5. Conducts and/or participates in conducting administrative investigations and complaints.
6. Assists in developing, recommending and implementing administrative policies as well as division operating procedures in response to legislative, program requirements or quality improvement efforts; reviews legislation, correspondence, reports and other materials to evaluate impact on areas of responsibility and recommend appropriate action; interprets complex rules, regulations, laws, policies and procedures and stays current on probation-related issues.

7. Manages and oversees major Probation Department studies, projects, initiatives, or other activities as assigned; develops goals and objectives; identifies specific strategies and work plans for the successful achievement of such goals and objectives.
8. Researches, analyzes and prepares program and/or project data and information; may assist with grant development, preparation and/or administration; prepares written communications including reports, memoranda, letters, electronic mail and other documents; prepares charts, graphs and other documents to present conclusions or results; shares information appropriately with boards, groups, committees and others as requested.
9. Assists with budget preparation; monitors project expenditures; assists with developing estimates, negotiating terms, reviewing plans/specifications, and purchasing materials; compiles and maintains records for annual reports; develops, proposes, presents and justifies new programs, projects, operations and services relative to assigned area; makes recommendations to resolve divisional budget issues and implements adjustments as necessary.
10. 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; provides liaison between divisions of the Probation Department, schools, courts and other agencies.
11. 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

MINIMUM QUALIFICATIONS

Either Pattern I

Experience: One year of experience as a *Probation Unit Supervisor* in San Joaquin County.

Or Pattern II

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: One year of supervisory probation officer experience at a level comparable to or higher than the class of *Probation Unit Supervisor* 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: Two years of experience as a *Juvenile Facility Supervisor* 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 supervisor CORE training or an equivalent training course prior to appointment. Employees must also successfully complete probation manager and administrator 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 be able to qualify for use of a firearm.

Knowledge of: Principles and practices of public administration including organization, management, supervision, leadership, training and public relations; advanced written and oral communication techniques; 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; principals, theories and practices of juvenile and adult probation work; current developments in delinquency prevention and offender rehabilitation; 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 concepts of law enforcement as well as probation and court practices; advanced 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, direct, staff and coordinate complex probation functions; supervise and evaluate the work of staff; analyze complex administrative problems and determine appropriate problem-solving techniques; independently complete special probation projects and reports; communicate effectively, both orally and in writing; review and present comprehensive reports and proposals; interpret, explain and apply applicable laws, codes and regulations; make sound decisions in emergency or crisis situations; read and comprehend complex written material involving difficult concepts and issues; gather and analyze data; pay attention to detail; operate a computer; use a firearm; establish and maintain effective working relationships with other department staff, law enforcement officials, the community, and other agencies.

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; constant decision-making and concentration; **Special Requirements** ---some assignments may require working weekends and/or nights; **Environmental** --- occasional exposure to varied weather conditions.

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