

DEPUTY CHIEF PROBATION OFFICER**DEFINITION**

Under administrative direction, plans, directs, organizes, staffs and coordinates 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 are assigned broad oversight and authority for a major Probation function. Incumbents fulfill these responsibilities through consultation with the *County Probation Officer* and *Assistant County Probation Officer* and by directing subordinate managers and/or supervisors who are responsible for executing activities essential to the day-to-day operations of the department. This class differs from *Assistant Deputy Chief Probation Officer* because incumbents of that class assist in managing and overseeing various programs and projects, as opposed to having full management responsibility for a major Probation function.

TYPICAL DUTIES

1. Plans, directs, organizes, staffs and coordinates the full range of activities for major probation function that involves the care, custody, and/or rehabilitation of youths and adults; may serve as the superintendent of the Juvenile Hall, ensuring compliance with codes and laws regarding the detention and housing of juveniles; works with the *County Probation Officer* and *Assistant County Probation Officer* to establish goals and objectives and develop action plans; oversees all operational aspects of the assigned function.
2. Analyzes staffing, policies and procedures based on legal, funding and program changes; evaluates programs and activities in consultation with the *County Probation Officer*, the *Assistant County Probation Officer*, the Court, the Board of Corrections, the Probation Department management team, and others as appropriate; develops, recommends and directs the implementation of administrative policies as well as division operating procedures in response to legislative, program requirements or quality improvement efforts.
3. Communicates and interprets division goals, programs, policies and procedures to subordinate staff, other justice system agencies, social service agencies, the courts and the public; may serve as a community resource; may speak before public groups and serve on boards and/or committees as the Department representative; may provide liaison between the Probation Department and other agencies.
4. Supervises and evaluates the work of subordinate managers and supervisors and provides administrative and technical direction; assures quality, accuracy and legal compliance of programs.
5. Administers personnel management functions including hiring, transfers, employee and labor relations, discipline, and evaluation processes; coordinates departmental activities with County Human Resources and Labor Relations as appropriate; investigates complaints; may conduct administrative investigations.
6. Analyzes legislation, correspondence, reports and other materials to evaluate impact on

division activities and develop plans for appropriate action; interprets complex rules, regulations, laws, policies and procedures and stays current on probation-related issues.

7. Develops and manages major Probation Department studies, projects, initiatives, or other activities as assigned; develops goals and objectives; directs staff in implementing strategies and work plans for the successful achievement of such goals and objectives;
8. Evaluates, interprets and reports on program/project results; researches, analyzes and prepares program and/or project data and information; 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. Prepares division budgets; develops estimates, negotiates agreements, reviews plans/specifications, and authorizes purchases; establishes budgetary controls and monitors expenditures; compiles information for annual reports; develops, proposes, presents and justifies new division programs, projects, operations and services; makes recommendations to resolve division budget issues and implements adjustments as necessary; may coordinate, direct and administer grants.
10. Attends training programs, academic courses, seminars, conferences and institutes.
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 an *Assistant Deputy Chief Probation Officer* 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: Two years of supervisory experience in a probation or parole department including at least one year at a manager level comparable to or higher than the class of *Assistant Deputy Chief Probation Officer* in San Joaquin County.

Substitution: A master's degree in public or business administration, administration of justice, corrections, psychology, sociology, counseling or a related social or behavioral science may substitute for one year of the above-required general (non-management) supervisory experience.

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 manager and administrator CORE training or an equivalent training course prior to appointment. If an equivalent training course has been successfully completed, then upon appointment, the employee must complete the probation manager and administrator CORE training *within one year of employment*.

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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