

## **SUPERVISING PROBATION OFFICER**

### DEFINITION

To plan, organize and direct the work of staff engaged in the delivery of all phases of juvenile and adult probation services.

### DISTINGUISHING CHARACTERISTICS

This classification of Supervising Probation Officer is responsible for the operation of either the adult or juvenile division of the Probation Department. Incumbents plan, assign and direct the work of Deputy Probation Officers I/II and support staff in accomplishing program activities and objectives.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Probation Officer; exercises supervision over the work of Deputy Probation Officers and support staff.

### EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Plans, assigns and directs through Deputy Probation officers and support staff the work of any agency division; coordinates uniform application of laws and regulations related to criminal and juvenile justice and treatment.

Interprets state and local regulations, and develops written procedures and forms to implement changes.

Directs and evaluates the work of Deputy Probation Officers and support staff in accomplishing program objectives.

Determines training needs of subordinates; assists in conducting training sessions, and coordinates training with department Training Officer.

Reviews work of subordinate units to ensure that agency standards of investigation, community supervision of adult and juvenile offenders, and victim services are maintained.

Evaluates program / division operations, policies, services and systems; conducts or directs studies of systems and procedures; authorizes and/or implements changes as needed to improve efficiency and accuracy.

Works closely with administration, Deputy Probation Officers and/or department support staff, and other departments in the coordination and integration of services, resolution of administrative problems, and development of joint procedures.

Coordinates the activities of the division with other criminal justice, law enforcement, correctional agencies and community agencies / organizations.

Attends meetings and conferences as appropriate.

Prepares required reports, records and correspondence.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Rules, regulations and laws governing probation services as delineated in the Penal, Welfare and Institutions and Government codes.

Local government organization and the relationships between federal, state and local government and community organizations concerned with probation services.

Principles and practices of public administration.

Contemporary principles of adult and juvenile probation services.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles of supervision, training and performance evaluation.

Modern office practices and technology, including the use of computers for data and word processing.

Ability to:

Plan, assign and direct the work of a group of subordinate staff engaged in a variety of probation services.

Interpret and apply complex regulations, laws and directives pertaining to probation services.

Evaluate operations and recommend new or revised procedures to implement changes in regulations and improve efficiency.

Interpret probation services policies and procedures to victims, parents, probationers and the general public.

Analyze problems and implement recommendations in support of goals.

Supervise, train and evaluate the work of staff.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain accurate records and prepare required reports in a clear, concise manner.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience as a Deputy Probation Officer II.

Or

1 year of experience as a Deputy Probation Officer III.

Training:

High school diploma or GED equivalent supplemented by 200 hours of state-mandated training. Additional specialized training in law enforcement, criminal justice or related field is desirable.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, a certificate of completion of a course prescribed by the Commission on Peace Officers Standards and Training pursuant to Section 832 of the California Penal Code.

Completion of, or the ability to complete within one year of date of hire, the STC Probation Officer CORE Course 173, Title 15, CCR, and the possession of, or the ability to obtain within 90 days of date of hire, California Penal Code 832 Certification.

SPECIAL REQUIREMENTS:

Must pass a background check for security and finger print screening; must successfully complete a medical evaluation, mental evaluation and background investigation as required by the State of California.

Classification Code:	2153000
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"