

PROBATION PROGRAM MANAGER

DEFINITION

Under the direction of the Chief Probation Officer and/or Deputy Chief Probation Officer, assists in the planning and administration of the Probation Department.

DISTINGUISHING CHARACTERISTICS

This classification of Probation Program Manager is the third level of management for the department, and acts in an advisory capacity, with responsibility for adult/juvenile program areas, alternative incarceration programs and activities involving targeted programmatic areas. Responsibilities include program planning, budgeting, review and evaluation of programs. Incumbents may directly participate in the development of policy and operational protocol in varied areas of departmental operations. Evaluates departmental programs and advises the Chief Probation Officer and/or Deputy Chief Probation Officer on best practices related to the evidence based practices.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Probation Officer and/or Deputy Chief Probation Officer. Incumbents are expected to use independent judgment and make complex decisions regarding the planning and implementation of departmental programs and services utilizing evidence based practices. This class is distinguished from lower level positions within the department by the overall responsibility of the administration, planning, training and grant research and writing.

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

Administers programs and activities for the following areas: adult and juvenile division services, alternative programs, custodial/non-custodial juvenile detention activities, and specialized grant programs.

Assists in planning and implementing departmental policies and procedures; ensures departmental goals are achieved.

Assists in the development and subsequent monitoring of the department's annual budget.

Implement evidenced based adult and juvenile justice practices and strategies.

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

Determines training needs of staff in cooperation with the Supervising Probation Officer; assists in conducting training sessions, coordinates all state mandated training, and prepares all reports for the Board of State and Community Corrections.

Ensures that agency standards of investigation, community, supervision of adult and juvenile offenders, and victim services are maintained utilizing evidenced based practices.

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 with the approval of administration.

Communicates with the Chief Probation Officer and other departmental personnel concerning the coordination and impact of departmental/juvenile detention facility policies and procedures as it relates to staff, individual clients, and other departments/agencies.

Acts as the program and county representative with other departments, community based organizations, law enforcement agencies, health services agencies, funding sources, schools, business organizations, clients, and the public.

Locates funding sources, and prepares grant applications, coordinates with service providers, designs and implements program procedures, manuals, and public outreach materials.

Attends meetings and conferences and training seminars to enhance job knowledge and skills.

Obtains, compiles, and evaluates departmental statistical data and completes annual and quarterly progress reports on all grant related activities.

Prepares and presents staff reports and other necessary documents or correspondence to appropriate boards, groups, and/or committees

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 evidence based practices/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 training.

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

Ability to:

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.

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.

Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.

Make accurate arithmetic, financial and statistical computations.

Maintain significant flexibility in daily operations and decision making.

Maintain high personal standards of ethics and integrity.

Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds.

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 III, or increasingly responsible experience in professional probation or juvenile institutions work, with some experience as a lead-worker, or supervisor.

Training:

Equivalent to graduation from an accredited four-year college or university with major coursework in administration of justice or closely related field, supplemented by 200 hours or state mandated training. Additional specialized training or unit assignments in law enforcement or criminal justice 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 the Manager Core Course as defined by the Board of State and Community Corrections within one year of the date of hire.

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.

WORKING CONDITIONS:

The physical and sensory abilities required for this classification include:

1. See well enough to read documents and data on a computer screen.
2. Communicate verbally, including projecting a voice that can be heard in a noisy environment.
3. Hear and distinguish oral communications and non-speech sounds such as approaching footsteps.
4. Lift and carry items weighing up to 25 pounds, such as court files.
5. Ability to restrain combative individuals.
6. Hand and finger dexterity sufficient to operate a computer keyboard, write reports, handcuff suspects, and load firearms.
7. Perceive objects and their qualities through touch such as when performing pat searches.

Classification Code:	4P02
Bargaining Unit:	10
FLSA Status:	N
Worker's Compensation Code:	8810
Pay Table:	CNTY
Range:	433