

DEPUTY CHIEF PROBATION OFFICER

DEFINITION

Acts as assistant head of the Probation Department which has responsibility for the investigation and supervision of adults convicted by the courts of violations of the law and the investigation, placement, treatment and supervision of delinquent children.

DISTINGUISHING CHARACTERISTICS

The position allocable to the class is distinguished by its executive responsibility for acting as immediate assistant to the Chief Probation Officer with particular responsibility for the administration of the daily operations of the Department including the direction of investigations, supervision, and specialized administrative programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Probation Officer; exercises supervision over the work of Deputy Probation Officers. Incumbents are expected to perform complex administrative functions with a minimum of supervision.

EXAMPLES OF DUTIES

Assists the Chief Probation Officer in directing the work of the Probation Department; plans, organizes and directs the staff and activities of the juvenile and adult divisions; ensures compliance with policy, procedures and legal obligations; monitors and ensures the correction of deficiencies in the operations of the Department and the condition of physical facilities and equipment; formulates, recommends and implements programs, policies and procedures for the assigned division, confers with subordinate supervisory personnel and with other agency staff on policy, procedure and personnel matters; evaluates and modifies performance and productivity goals; confers frequently with the Chief Probation Officer in implementing the goals and policies of the Department; assists directing the preparation of reports for the Board of Supervisors regarding the accomplishments of the department; assists in the development, administration, and control of the department budget; selects, trains, supervises and evaluates the work of subordinates; evaluates public complaints pertaining to activities or individuals in the Probation Department; represents the department in various state and local organizations and committees; provides liaison with courts, law enforcement, schools and other agencies and news media; acts as Chief Probation Officer in his/her absence; assists with the selection of new personnel; performs other administrative duties as assigned.

Ability to develop, manage, direct and coordinate a variety of probation and institutional programs; analyze situations, reach appropriate and practical conclusions and implement recommendations; implement procedural and policy changes effectively; establish and maintain effective working relationships with others, prepare comprehensive written and statistical reports; communicate effectively both orally and in writing, including speaking in front of large groups; read, interpret, apply and explain rules, regulations, policies and procedures; maintain confidentiality and control of sensitive information.

Deputy Chief Probation Officer
New 10/04/05
Rev.- 03/12/06
Rev.-11/05/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08

Res. #2005-090
M.O. #6-3/21/06
M.O. #24.b.1 - 11/07/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07

QUALIFICATIONS

Knowledge of: Modern principles, methods, and techniques of management and administration, including the planning, implementation and management of probation services; laws, codes and statutes relating to the function and duties of the County Probation Department; effective supervisory and management techniques, budget and fiscal management, community resources for crime and delinquency prevention and probation services.

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:

Five years experience as a Deputy Probation Officer II, at least two of which must be in a class comparable to a Supervising Probation Officer in Glenn County.

Training:

Equivalent to graduation from an accredited four year college or university with major coursework in administration of justice or a closely related field, supplemented by 200 hours of state mandated training. Additional specialized training 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 Penal Code.

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

SPECIAL REQUIREMENTS

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

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| Classification Code: | 0176880 |
| Bargaining Unit: | 10 |
| FLSA Status: | N |
| Workers' Compensation Code: | 8810 |
| Pay Table: | CNTY |
| Range: | Refer to current "Class Range Sort List" |