

SUPERVISING PROBATION OFFICER/PROGRAM MANAGER

DEFINITION

Under the direction of the Chief Probation Officer and/or Deputy Chief Probation Officer, assists in the planning, administration, and supervision of the Probation Department. Coordinates, assigns and supervises juvenile and adult probation casework, and performs specialized juvenile and adult probation duties.

DISTINGUISHING CHARACTERISTICS

This classification of Supervising Probation Officer is the second level of management for the department, responsible for the operation of the adult and juvenile divisions of the Probation Department. Incumbents plan, assign and direct the work of Deputy Probation Officers I/II/III, and support staff in accomplishing program activities and objectives. Incumbents also serve as a liaison between the Chief Probation Officer and Jane Hahn Juvenile Hall.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Probation Officer and/or Deputy Chief Probation Officer; exercises supervision over the work of Deputy Probation Officers and support staff. Incumbents are expected to use independent judgment and make complex decisions regarding the planning and implementation of departmental program and services utilizing evidence based practices.

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

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

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.

Oversees the selection, training, professional development and discipline of staff.

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

Determines training needs of subordinates; assists in conducting training sessions, coordinates all state mandated training, and prepares all reports for the Board of State and Community Corrections.

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

Supervising Probation Officer
Rev.- 03/12/06 M.O. #6-3/21/06
Rev.- 02/11/07 M.O. #22-2/6/07
Rev.- 07/01/07 M.O. #22-2/6/07
Rev.- 01/13/08 M.O. #22-2/6/07

systems and procedures; authorizes and/or implements changes as needed to improve efficiency and accuracy.

Monitors juvenile detention facility population and makes adjustments as needed. 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 as it relates to the Jane Hahn Juvenile Hall.

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.

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

Attends meetings and conferences as appropriate.

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

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 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 III.

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.

Classification Code:	
Bargaining Unit:	10
FLSA Status:	N
Worker's Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List 423