

CLASS SPECIFICATION

Yuba County

October 2004

CLASS TITLE: Chief Probation Officer

FLSA STATUS: Exempt

JOB SUMMARY:

Plans, organizes and administers all staff and activities related to adult and juvenile probation, juvenile hall operation, victim/witness services and revenue recovery services for Yuba County; provides responsible assistance to the Court and law enforcement systems in the areas of case intake, management and referral for individuals of various ages and circumstances referred for the probation process; performs related work as assigned. This is a judicial appointment.

CLASS CHARACTERISTICS:

This class serves as the administrative head of the Probation Department and is responsible for setting all policies, procedures and priorities of the department, including a juvenile hall live-in facility overseeing County staff through subordinate supervisors and outside service providers. The incumbent is also responsible for coordinating departmental activities with those of other County departments and service agencies and for furthering County goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES:

Essential:

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; directs the preparation and administration of the department's budget.
- Plans, organizes, administers, reviews and evaluates the activities of professional and technical probation support staff; trains staff in departmental procedures and applicable laws and regulations.
- Directs the operation of the County juvenile hall facility; provides for the security, rehabilitation, education and proper treatment and placement of juveniles assigned to the facility.
- Oversees victim/witness support services, including the provision of financial, emotional and legal process support to program clients.
- Directs the recovery of revenue from various local, state and federal sources to compensate for the probation, juvenile and adult services provided by the County.
- Contributes to the overall quality of the department's service provision by reviewing, recommending and implementing improved policies and procedures.
- Directs the investigation, verification and compilation of information and the preparation of reports regarding the personal, social, educational, financial, vocational, health and/or prior criminal history of probationers for various other law enforcement, Board of Corrections and Court officials.
- Provides oversight to field supervision of adult and juvenile offenders including home, employment and school visits, weapons and contraband searches and chemical testing; ensures that conditions of probation are being complied with; counsels families regarding alternative support; directs the investigation and processing of probation violations through court action.
- Maintains and directs the maintenance of a variety of records and case files; writes reports, statements, legal documents, correspondence and other written materials.
- Monitors developments and legislation related to juvenile and adult probation, juvenile hall operation, victim/witness restitution and revenue recovery, evaluates their impact upon County operations and recommends and implements policy and procedural improvements as required.

Important:

- Confers with members of other public and private organizations to obtain information and to explore alternative crisis and long-term resolution in the best interests of the client and the County.
- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to attend meetings, perform research and interview clients and witnesses.

QUALIFICATIONS:

Knowledge of:

Principles, practices and philosophy of law enforcement, particularly as related to the field of adult and juvenile probation.
Principles, methods and techniques of legal and social service research and investigation. Judicial procedures and rules of evidence.
Principles, practices and legal implication of the operation of a juvenile facility.
Concepts and sources of revenue recovery for County services provided.
Principles and practices of victim/witness assistance programs.
Applicable laws, policies and regulations.
Social, medical, educational and other resources available in the community.
Administrative principles and practices, including goal setting, program development, implementation and evaluation and the supervision of staff through subordinate managers.
Principles and practices of budget development and administration.
Computer applications related to the work.
Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally where relations may be strained.

Skill in:

Planning, administering and evaluating the activities of the Probation Department.
Administering programs and staff in an efficient and cost-effective manner through management staff.
Interpreting, applying and explaining complex laws, rules and regulations.
Defining issues, performing law enforcement and social service research, analyzing and solving problems and effecting a series of appropriate probation case management programs.
Developing and implementing goals, objectives, policies, procedures and work standards.
Preparing and administering multiple annual budgets.
Developing a revenue recovery program and administering it to the benefit of the County.
Overseeing a victim/witness program.
Planning, organizing, supervising, reviewing and evaluating the work of others.
Training others in policies and procedures related to the work.
Preparing clear, concise and accurate documentation, reports, correspondence and other written materials.
Directing the maintenance of accurate records and files.
Using initiative and independent judgment within general policy guidelines.
Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally where relations may be strained.

Physical Demands:

- Mobility to work in a typical office or detention setting, including ability to drive a motor vehicle to attend meetings.
- Vision to use standard office equipment and read printed materials including a computer screen for prolonged periods of time.

- Hearing and speech to communicate in person or over the telephone.
- Physical and psychological characteristics to meet and maintain P.O.S.T. guidelines for probation management.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Licensing and Certification:

- Possess a valid California Class C driver's license.
- Possess a valid California 832 certification.
- Must meet the State of California requirements for peace officer status, including: passing a detailed background investigation with a fingerprint check, having no felony convictions; passing a medical and psychological exam, being at least 18 years of age, being a US citizen or a permanent resident alien who is eligible for and has applied for citizenship.

Background: The minimum and preferred requirements for this position are described below:

Minimum:

Equivalent to graduation from a four year college or university with major course work in criminal justice, psychology, sociology, public administration or a closely related field and five years probation experience including three years of supervisory or administrative experience in the probation field. Must possess a valid California 832 certification and must meet the State of California requirements for peace officer status, including: passing a detailed background investigation with a fingerprint check, having no felony convictions; passing a medical and psychological exam, being at least 18 years of age, being a US citizen or a permanent resident alien who is eligible for and has applied for citizenship.

Preferred:

In addition to the above; possession of an advanced degree with major course work in criminal justice, psychology, sociology, public administration or a closely related field and additional direct experience in a county probation facility.

This class specification lists the major duties and requirements of the job. Incumbents) may be expected to perform job-related duties other than those contained in this document.