

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Deputy Probation Officer I/II/III
ALLOCATION: Probation
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: January 2006
REVISED: January 2009

JOB SUMMARY:

Performs a variety of professional adult and juvenile probation duties related to case management, field monitoring and investigation, probation supervision, mediation, intake and other programs; coordinates probation activities with those of the Superior Court; ensures compliance with court ordered probation conditions through counseling; coordinates community resources to assist probationers to successfully complete the terms of probation; and performs related work as required.

This classification is a flexibly staffed position in the protective services category in the professional Probation Officer series. As experience accrues, the incumbent performs with increasing independence and becomes a candidate for promotion after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class and successful completion of the Probation Officer Core curriculum approved by the Standards of Training and Corrections.

Deputy Probation Officer I is the entry-level class in this series. Initially under close supervision, incumbents provide probation intake, investigation and case management services while learning policies, rules and procedures. Incumbents carry a normal caseload but work under relatively close supervision until they develop their skills and knowledge of probation work. As experience is gained, duties become more diversified. Work requires incumbents to exercise some judgment in selecting appropriate established guidelines to follow; interpretation of general administrative or operational policies is necessary.

Deputy Probation Officer II is the journey level class in this series. Under continuing supervision the incumbent is competent to perform a broad spectrum of probation duties for diversified programs. At this level, incumbents work with only occasional instruction or assistance. Work is reviewed upon completion and for overall results; involves interpretation of policies, procedures and guidelines; and may require the development of recommendations consistent with directives, policies and regulations.

Deputy Probation Officer III is the advanced journey level in this series. Under general supervision, incumbent is fully competent to perform the full range of probation duties for diversified programs and handle the more complex, difficult or unusual situations or cases. At this level, incumbents work with instruction or assistance only when unusual situations occur; perform the role of a mentor to less experienced staff and act as a lead officer in the field or other areas. Incumbents are distinguished from those in the next lower class in that incumbents possess a significant level of functional expertise as demonstrated by the ability to perform difficult and complex assignments which require considerable skill, professional judgment, and thorough knowledge of departmental policy and procedures beyond that expected at the journey level. This class is distinguished from the Senior Deputy Probation Officer in that the latter has programmatic and lead supervisory responsibility and/or may be assigned the most difficult and complex cases.

CLASS CHARACTERISTICS:

This position reports directly to the Supervising Deputy Probation Officer or Probation Program Manager. This class is distinguished from the Supervising Deputy Probation Officer in that the latter is a first line supervisor responsible for an assigned group of Deputy Probation Officers.

EXAMPLES OF DUTIES:

Essential:

- Provides direct 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.
- Interviews, investigates, verifies and compiles information and prepares reports regarding the personal, social, educational, financial, vocational, health and/or prior criminal history of probationers referred by law enforcement agencies, Court officials and social service, group home or juvenile support agencies; explains conditions of probation; prepares and explains goals to be achieved during probationary period; develops and

presents recommendations for case management upon intake or for actions in the event of violation of probation.

- Counsels and advises probationers and their families regarding pertinent personal, social, educational, financial, and vocational matters; provides or refers clients to appropriate support services for medical matters, mediation and crisis intervention situations; provides assistance in obtaining employment, entering school and resolving problems.
- Confers and maintains liaison with schools, foster or group home services, public guardianship and/or conservator staff, medical and psychological staff, potential employers and others regarding the probationer and his/her conditions of probations and support requirements.
- Investigates and processes probation violations and makes recommendations regarding revocation of probation; arrests, detains and transports probationers as appropriate.
- Makes determinations about formally processing cases through the court system and about requiring secured detention prior to court hearing; prepares and submits appropriate legal documents as required for action.
- Compiles and maintains a variety of records and case files; writes reports, statements, legal documents, correspondence and other written materials; ensures documents are complete and organized for ease of retrieval as needed.

Deputy Probation Officer II (in addition to the above):

- Completes more complex pre-sentence and Dispositional reports.
- Supervises Placement caseload' Locates appropriate group and foster homes, completes Federal and State documents for placement funding.
- Provides basic training functions to staff.
- Depending on expertise, may act as a mentor to less experienced staff or function as lead officer during field operations or when carrying out special department projects.

Deputy Probation Officer III (in addition to the above):

- Maintains departments' secure evidence system.
- Acts as a mentor to less experienced staff.
- Functions as the lead officer during field operations or when carrying out special department projects.
- Provides advanced training to departmental staff on applicable laws, court procedures, interviewing and investigation techniques.
- Completes work on sensitive cases.
- Exercises greater authority over assignments and decisions required to complete work.
- Oversees grant process, collects and maintains grant statistics, completes grant reporting documents.
- Reviews court documents in the absence of supervisory staff.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Uses a variety of standard office equipment, including a computer, in the course of the work; drives a motor vehicle to transport adult or juveniles, make home visits and attend meetings.
- Participates in a variety of community meetings to explain available programs and services.
- May train youth volunteers to assist with educational/intervention programs.

EMPLOYMENT STANDARDS:

Knowledge of:

Deputy Probation Officer I:

- Basic principles of applied psychology and sociology; human behavior and dynamics
- Basic interviewing, teaching, behavior modification and counseling techniques.
- Effective report writing.
- Techniques of investigation, research and report preparation.
- Methods of arrest and restraint.
- Safety practices 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, often where relations may be confrontational or strained.
- Applicable laws, codes, regulations, policies and procedures.
- Victim's rights and sentencing laws.

Deputy Probation Officer II (in addition to the above):

- Legal terminology, forms, reports, documents and procedures related to adult and juvenile criminal justice system.
- Principles and techniques of adult and juvenile probation; interviewing, teaching, behavior modification and counseling; social casework and case management; and court systems and law enforcement process relating to juveniles and adults.
- Community resources for social services and youth and family support.
- Available preventative and/or remedial services to adult and juvenile probationers.
- Practices and procedures of the adult and juvenile criminal justice system.
- Sociology as it relates to cultural groups and community dynamics.

Deputy Probation Officer III (in addition to the above):

- Psychology as it relates to individual and group behavior.
- The causes, extent, prevention, and control of crime and delinquency.
- Principles of theories of human behavior.
- Principles and practices of project management (or oversight).

Skill in:**Deputy Probation Officer I:**

- Observing, interpreting and accurately recording behavioral events.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Maintaining accurate case records and records of work performed.
- Preparing accurate, clear and concise reports, correspondence, court documents and other written materials.
- Taking sound independent action in emergency or crisis situation.
- Using initiative and independent judgment within established procedural guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Applying restraint devices such as handcuffs, etc.
- Proper use and deployment of Oleoresin Capsicum (pepper spray).

Deputy Probation Officer II (in addition to the above):

- Developing and monitoring rehabilitation and treatment programs for probationers.
- Recognizing and evaluating patterns of adult and juvenile behavior and performing effective crisis intervention and counseling.
- Assessing and evaluating the risks of adult and juvenile probationers.
- Organizing own work, setting priorities and meeting critical deadlines.

Deputy Probation Officer III (in addition to the above):

- Providing project planning, implementation, and oversight.
- Effectively managing a large, complex, and diverse caseload.

Ability to:**Deputy Probation Officer I:**

- Learn the principles and practices of current adult and juvenile probation work.
- Learn state laws and county ordinances affecting adults and juvenile probation.
- Learn current casework techniques applicable to probation work.
- Learn community resources for social services and youth and family support.
- Learn practices and procedures of the adult and juvenile criminal justice system.
- Learn available preventative and/or remedial services to adult and juvenile probationers.
- Read, understand, interpret, follow, apply and communicate departmental policies, procedures, rules, and regulations.
- Prepare and present effective written or oral reports.
- Function as a team member.
- Learn to intervene in appropriate situations.
- Respond to emergency and crisis situations quickly, calmly and effectively.
- Effectively deal with personal danger.

- Provide appropriate first aid.
- Analyze investigative material and make proper deductions and recommendations.
- Determine the truth of statements.
- Understand and deal effectively with probationers and applicants for probation and work effectively with a multi-cultural population.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Deputy Probation Officer II (in addition to the above):

- Exercise skilled judgment in probationary matters.
- Enforce County and departmental rules, policies and procedures
- Exercise good judgment and make sound decisions in a variety of conditions.
- Establish work priorities.
- Interview effectively and obtain information through interrogation and observation.

Deputy Probation Officer III (in addition to the above):

- Plan work and carry out projects independently.
- Act as a lead in the absence of a supervisor.
- Train others in work procedures.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment (typical court, detention or public safety setting) and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Maintain effective audio-visual discrimination and perception needed for making observation and communicating with others.
- On an intermittent basis, work with physical skill and/or strength sufficient to handle emergency situations such as medical emergencies (carry, lift and/or drag heavy objects/equipment or injured or unconscious individuals); defending oneself, and pursuing, disarming, subduing and/or ejecting or restraining resisting probationers which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, climbing, jumping, crouching or crawling during emergency operations.
- Occasionally lift, carry, push, pull or otherwise move objects or individuals weighing up to 50 pounds and with or without assistance 100 pounds or more.
- Mobility to drive a motor vehicle in order to transport probationers or attend meetings.
- Physical and psychological characteristics to meet and maintain appropriate State guidelines.

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

Work Environment:

- Working conditions are typical public safety setting; involves potential for high stress levels and exposure to hostile situations.
- Work with hostile, abusive and/or dangerous individuals.
- Must work with a highly manipulative and psychologically challenging client population; must be able to maintain professional composure and effectiveness.
- Work evenings, nights, weekends and holidays as required.
- Exposure to blood/air borne pathogens.
- Depending on assignment, tasks may require occasional exposure to adverse weather conditions (extreme heat/cold, wet conditions); dust, gas, fumes or chemicals.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- Possess and have the ability to maintain a valid California Class C driver's license.
- Possess or ability to obtain a valid First Aid and CPR Certifications within one (1) year of appointment to classification and maintain annually thereafter.
- Possess or ability to obtain a valid California 832 Peace Officer Certificate within one (1) year of appointment to classification.
- Possess or ability to successfully complete the California State Department of Corrections and Rehabilitation, Standards and Training for Corrections (STC) Basic Probation Officer Certificate within one (1) year of appointment to classification.
- Must successfully complete additional required certified instruction, annually thereafter.

Special Requirements:

- 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.
- Depending upon assignment may require the ability to carry, use and care for firearms.
- Must meet and maintain appropriate state standards concerning physical and psychological characteristics.

Education and Experience:

DEPUTY PROBATION OFFICER I:

MINIMUM: A Bachelor's Degree from an accredited college or university.

PREFERRED: A Bachelor's Degree from an accredited college or university with a major in Criminal Justice, Psychology, Sociology, Social Work, or Behavioral Science or closely related field AND two (2) years experience in a field related to the work.

Deputy Probation Officer II:

MINIMUM: A Bachelor's Degree from an accredited college or university AND two (2) years of experience providing probation and casework/counseling services at a level equivalent to the County's class of Deputy Probation Officer I.

PREFERRED: In addition to the above described experience and required certification, a Bachelor's Degree from an accredited college or university with a major in Criminal Justice, Psychology, Sociology, Social Work, Behavioral Science or a closely related field and experience functioning as a lead officer within a Probation Department; possess a valid California 832 Peace Officer Certificate; and/or a California State Department of Corrections and Rehabilitation, Standards and Training for Corrections (STC) Basic Probation Officer Certificate.

Deputy Probation Officer III:

MINIMUM: A Bachelor's Degree from an accredited college or university AND two (2) years experience providing probation and casework/counseling services at a level equivalent to the County's class of Deputy Probation Officer II.

PREFERRED: In addition to the above experience, a Bachelor's Degree from an accredited college or university with a major in Criminal Justice, Psychology, Sociology, Social Work, Behavioral Science or a closely related field and additional upper level related education and additional related experience; possess a valid California 832 Peace Officer Certificate and/or a California State Department of Corrections and Rehabilitation, Standards and Training for Corrections (STC) Basic Probation Officer Certificate.

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

Dept Approval: Department Head
Date:

Signature: _____

Personnel Approval: Analyst
Date:

Signature: _____