

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Deputy Superintendent  
**ALLOCATION:** Probation  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** Management - Unrepresented

**ESTABLISHED:** July 2000  
**REVISED:** November 2014

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### **JOB SUMMARY:**

Under limited direction, manage daily operations of the Bi-County Juvenile Detention Facility or the Youth Guidance Center; direct a variety of counseling, educational and vocational programs; direct staff and programs to assure that effective and appropriate educational, medical, mental health, food and detention services are provided for juvenile offenders and perform other duties as assigned.

This is the management level in the probation institutions series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Superintendent of Institutions. This class is distinguished from Superintendent of Institutions in that the latter is responsible for and exercises overall management responsibility for the Probation Detention Services Division and functions under the direction of the Chief Probation Officer.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Direct, monitor and control the daily activities of the assigned institution's programs at Juvenile Hall and the Youth Guidance Center; assist in the coordination of facility programs, including medical, mental health, counseling, food service, educational and vocational programs to ensure adherence to state, federal, and local health and safety standards; provide leadership and guidance in unusual situations and emergencies.
- Assign program and project activities; monitor work flow; review and evaluate work products, methods and procedures; direct daily operations of the institution assigned.
- Supervise, assign, plan, review, and evaluate the work of assigned subordinate staff; implements County, departmental and division policies, procedures, and service standards in conjunction with management; evaluate workforce and resource needs of assigned staff; ensure adherence to quality standards, deadlines and proper procedures, correcting errors or problems.
- Complete performance evaluations of subordinate staff; evaluate staffs' job performance and conformance to regulations; provide direction, encouragement, and praise through regular feedback sessions; discuss job performance problems with staff in order to identify causes and issues, and to work on resolving problems; recommend discipline and implement discipline procedures as needed/directed.
- Assist with defining, designing, implementing and evaluating staff training and development programs, customer service initiatives and performance measurement criteria; provide or coordinate staff training; train and instruct staff in job duties and County, departmental and divisional policies, or arranges for training to be provided; provide guidance to support professional development of staff; participate in the selection of staff, including conducting interviews and making staffing recommendations.
- Direct the planning of work, setting of schedule and development of controls to ensure that short and long-range goals of the department are accomplished.
- Interpret departmental policies, state and federal laws, rules and regulations; provide for consistency of staff interpretation and application of such rules and regulations.
- Review division records to ascertain and evaluate divisional effectiveness, adherence to court and departmental policies, and the maintenance of required work standards.
- Monitor developments in the probation field including proposed legislation and court decisions; evaluate their effect upon County operations and recommends appropriate policy and procedure modifications.
- Monitor and evaluate trends in juvenile detention, and recommend operational and policy improvements; assess compliance.
- Consult with supervising officer to assess cases and staff performance; provide technical assistance to staff regarding difficult case problems; check and inspect work for completion, quality and timeliness.
- Coordinate with parents, outside agencies and community resources as needed.
- Coordinate with other County departments, outside organizations and advocates, and federal, state and local law enforcement and justice agencies.
- May research and develop program alternatives; ensure that programs are meeting the departmental mission; locate funding sources, and prepare grant applications, coordinate with service deliverers and other

community resources; design and implement program procedures and manuals.

- May compile and analyze all data for use in the preparation of the department operational and supplemental budgets; provide input into division budget; monitor annual budgets and prepare adjustments as required; resolve budgetary problems.
- Maintain or direct the maintenance of accurate records and files; ensure the security of confidential records.
- Prepare a variety of correspondence, reports, policies, procedures, program documentation and other written materials.
- Analyze and make recommendations to management concerning procedural changes such as for new or revised work related policies, procedures and standards.
- Obtain and evaluate departmental statistics.
- Perform complex and difficult special assignments and projects.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Maintain the integrity, professionalism, philosophies, attitudes, values and intentions of the Probation department by assuring that all rules and regulations are followed.
- Educate the public on Institution mission, goals, and services.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation and employee training and discipline.
- Principles, practices and philosophy of institutional management, particularly as related to the field of juveniles.
- City, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Federal, State and County laws related to juvenile inmates, and California standards pertaining to juvenile detention facilities.
- California criminal justice and court systems, procedures and protocols.
- Probation department policies and procedures.
- Adolescent psychology as it applies to juvenile problems and behavior; juvenile group and individual case management analytical techniques and practices; needs and problems of juveniles and family relationships.
- Trends and practices in juvenile detention, and legal, ethical and professional rules of conduct.
- The legal requirements for file systems, case files and records management.
- Local community resources and various community services programs.
- Behavior patterns of incarcerated juveniles, discipline protocols, and grievance processing procedures.
- Techniques for understanding and effectively communicating with individuals of various cultures and socio-economic groups, occasionally where relations may be strained or difficult.
- Computer applications related to the work.

**Skill in:**

- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Planning, organizing, supervising, reviewing and evaluating the work of others including identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Leadership, skills training, and delegating tasks and authority.
- Defining issues, performing research, analyzing problems, evaluating alternatives and making appropriate recommendations.
- Understanding, applying, interpreting and explaining applicable laws, codes, policies and regulations governing juvenile institution programs and operations and applying them to County operations.
- Representing the County effectively in hearings and meetings with other agencies.
- Preparing clear, concise and accurate correspondence, reports and other documents and written materials.

- Analyzing and interpreting fiscal and accounting records, and financial statements.
- Using initiative and independent judgment within general policy guidelines.
- Organizing own work, setting priorities, managing multiple projects, meeting critical deadlines and following up on assignments with a minimum of direction.
- Training others in policies and procedures related to the work.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

**Ability to:**

- Make sound independent action in emergency or crisis situations.
- Maintain composure in pressure situations and work under the pressure of changing deadlines and workloads.
- On an intermittent basis, analyze individual behavior and family systems; identify potential problems among clients; interpret and understand human behavior; observe wards under supervision; and problem solve situations by mediating disputes.
- 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.
- Speak clearly and effectively in court and other public sessions.
- Establishing and maintaining effective working relations with co-workers, other County employees, representatives from other city, county, state and Federal justice agencies, the news media, general public and others contacted in the course of the work.

**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 III) 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 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.
- 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 juveniles); defend oneself, and pursue, disarm, subdue and/or restrain juveniles which may include chasing fleeing subjects, running, climbing, jumping, crouching or crawling.
- Mobility to drive a motor vehicle in order to attend meetings.
- Physical and psychological characteristics to meet and maintain appropriate State standards.

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

**Work Environment:**

- Generally an office environment, but also requires working in the typical juvenile detention facility settings.
- Potential for high stress levels, to loud noises, offensive odors and exposure to hostile situations.
- Exposure to blood/air borne pathogens.
- Exposure to the possibility of bodily injury, infections which may cause chronic disease or death; and combative minor detainees.
- May work with exposure to hostile, abusive and dangerous individuals.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources 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 maintain a valid California Class C driver's license.

- Possess and maintain a valid California PC 832 certification.
- Must have successfully completed the Institutions Core Course of instruction certified by the Board of State and Community Corrections.
- Must have successfully completed the Supervisor’s Core Course of instruction certified by the Board of State and Community Corrections within one (1) year of appointment to the classification or subject to dismissal.
- Must have successfully completed the Manager/Administrator Core Course of instruction certified by the Board of State and Community Corrections within one (1) year of appointment to the classification or subject to dismissal.
- Must successfully complete additional required certified instruction annually thereafter.
- Must possess and maintain a valid First Aid and CPR certificate.

**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 U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship.
- Meet and maintain appropriate state standards concerning physical and psychological characteristics.
- Attend meetings outside of normal working hours.
- Respond to emergency situations during weekends, holidays and other off-hours shifts.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Bachelor’s degree from an accredited college or university and four (4) years of journeyman level experience equivalent to the County’s class of Juvenile Corrections Officer II or Deputy Probation Officer II or experience in a Juvenile Correctional Officer position (or its equivalent classification) in another County Juvenile Detention Facility or State Youth Authority Agency.

**PREFERRED:** In addition to the minimum, a Bachelor’s degree in criminology, law enforcement, child development, psychology, counseling, sociology or social work and additional experience equivalent to Deputy Probation Officer I/II/III or Senior Deputy Probation Officer. Supervisory experience in a County Juvenile Facility or Probation operation is desirable.

**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.**

Probation Approval: Jim Arnold  
Date:

EEOC: A  
WC: 9410.PB

Human Resources Approval: Cindy Clark  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_