

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**DEPUTY PROBATION OFFICER (SUPERVISING)**

Effective Date: April, 2006

Effective Date of Revision: 05/11/2016

**CLASS SUMMARY:**

Under direction, plans, organizes and supervises a unit of Deputy Probation Officers who conduct investigations and development recommendations for the Courts; serves as a member of the department's management/supervisory team. Incumbents are responsible for a work unit of Deputy Probation Officers engaged in making assessments, preparing probation reports and/or supervising adult or juvenile probationers. Employees in this class also perform project and program management. Some Deputy Probation Officer (Supervising) may supervise employees in an armed unit in order to supervise caseloads of high-risk offenders and therefore will be, in accordance with department policy, authorized to carry firearms.

**DISTINGUISHING CHARACTERISTICS:**

This is a first level, supervisory class in the Deputy Probation Officer series. This class is distinguished from the

- **Probation Services Manager** class which is responsible for managing all probation services within a division in the Department.
- **Deputy Probation Officer (Senior)** class which assists in the implementation and coordination of probation programs, conducts investigations, may manage complex or highly sensitive cases, and performs administrative work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives direction and general supervision from a management level employee.
- Exercises supervision over assigned employees.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs supervisory duties to direct reports such as:
  - establishing work standards and expectations by providing each subordinate with a clear model of work performance including tasks involved, skill required and how the same will be evaluated; designing and providing examples, models and resource materials for subordinates.

- evaluating subordinate personnel; reviewing work performance of subordinate personnel by reading reports, completing, reviewing and evaluating with discussion, where necessary; maintaining journal of evaluation meetings with assigned staff.
- making recommendations for hiring new personnel or for promotions; making recommendations regarding disciplinary actions when needed; chairing regular meetings with assigned staff to receive input and provide communication concerning work progress, departmental policies and procedures.
- correcting work performance when necessary, by pointing out standards expected and ascertaining causes for failure to meet standards; training or arranging for training for staff.
- managing and monitoring staff assignments by auditing work hours and type of cases assigned; adjusting schedules and keeping track of overtime; assigning custody cases on an as needed basis to streamline the work flow.
- Represents the Department in community outreach efforts by:
  - developing and maintaining collaborative partnerships with community leaders, local, regional, and statewide organizations, non-profit agencies, local businesses, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department's goals and services;
  - representing the Department's mission and vision within these "partnerships";
  - representing the Department in a variety of community outreach activities and public awareness programs;
  - speaking to groups and individuals regarding departmental activities and services; and
  - participating as an active and contributing member of designated community organizations, committees/project teams, and special interest work groups as a representative of the Department.
- Works in concert with local law enforcement agencies to assist with investigations and conduct search and arrest operations; may make arrests and conduct searches of persons, homes, schools, and/or places of employment; performs drug tests within chain of evidence procedures, when violations of probation occur; may make arrests and searches of persons; performs drug tests within chain of evidence procedures, when violations of probation occur.
- Develops grant proposals and monitors implementation; assists in the development of and manages long and short term programs and projects; monitors quality and evaluates the effectiveness and efficiency of staff in performing activities related to the project; modifies, enhances or maintains program operations or objectives based on the evaluation; writes reports.
- Remains abreast of legislative changes and assists in planning proper work flow or department response to those changes; prepares work program statistics for annual report and assures assigned staff have completed required training; may be assigned additional administrative and/or supervisory responsibility.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in

job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends meetings, training programs, workshops and seminars as appropriate.

- Performs other duties of a similar nature or level as assigned.

#### **EDUCATION AND EXPERIENCE:**

- **Education:** A Bachelor's degree from an accredited college or university;
- **Experience:** Three (3) years of full-time work experience equivalent to a Deputy Probation Officer (journey level) or one (1) year as a Deputy Probation Officer (Senior) with the County of Solano.

#### **Note:**

- While a degree in a specific field is not required, the possession of Bachelor's degree or higher in one of the one following fields is desired and may be a factor considered during the rating and/or selection process: criminal justice, social work, psychology, sociology or a closely related field.

#### **LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:**

- Possession of a valid Class C California driver's license is required.
- Employees assigned to an armed unit must obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to assignment and must maintain the certification while assigned to the unit.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Evidenced based practices.
- Problem solving techniques, adolescent and adult psychology; family dynamics and family systems.
- Physical, sexual, drug and alcohol abuse, and treatments for same.
- Applicable State Codes such as Penal, Welfare and Institution, Health and Safety, Vehicle, Fish and Game, Business and Professions, and local ordinances, rules and regulations.
- Municipal and Superior Court rules and procedures.
- County Probation Department policies, procedures and standards.
- Public personnel policies, grievance procedures and disciplinary policies.
- Effective meeting management.

- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing and completing numerical, budgetary, and/or statistical reports.
- Standard office procedures, practices, equipment, personal computers, and software.

**Skill and/or Ability to:**

- Supervise, evaluate, train, and develop staff and organize their work.
- Utilize firearms, if authorized, for self-defense or the defense of others in life-threatening situations
- Operate office equipment including a personal computer, copy and fax machines and printers.
- Interpret and explain laws, regulations and policies governing probation program operations.
- Collect and analyze data to establish/identify needs; evaluate program effectiveness.
- Prepare narrative and statistical reports.
- Comply with laws, regulations and professional practices governing probation program services and operations.
- Organize and prioritize work assignments.
- Communicate clearly and concisely, both orally and in writing; compose correspondence independently; proofread, analyze and edit Probation reports.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Determine the appropriate course of action in crisis and/or emergency situations.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Monitor grant activity according to designated guidelines and regulations.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations.

- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain accurate records and document actions taken.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.
- Maintain confidentiality of records and information per pertinent laws/regulations.

**PHYSICAL REQUIREMENTS:**

- **Mobility and Dexterity:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, reaching, grasping, feeling (i.e. sense of touch), repetitive motion, crouching, and crawling. May be required at times to use force to restrain/subdue others. May involve prolonged standing.
- **Lifting, Carrying, Pushing and Pulling – Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

**WORKING CONDITIONS:**

- **Outdoor Work:** Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- **Work in a Jail/Juvenile Detention Facility (JDF):** Employees in this class will occasionally be working in a jail/JDF environment and thus will be subject to exposure to communicable diseases, intense noises, odors, blood and other bodily fluids.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

- High Risk Population: Employees in this class may be subject to people with a history of violence and mental health disorders or with disruptive and confrontational people.

#### **OTHER REQUIREMENTS:**

- Probation Officer Requirements:
  - Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.
  - Incumbents have limited Peace Officer powers as delineated in the California Penal Code and must meet training requirements in accordance with Penal Code Section 832 within twelve (12) months of appointment.
  - Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.
  - Completion of the Probation Core Course certified by the California Corrections Standards Authority unless such training was not mandated at the time the candidate was initially employed as a Deputy Probation Officer, is required prior to appointment.
  - Must pass a physical exam and psychological exam confirming fitness to be armed as a condition of hire.
  - Firearm Proficiency: Prior to assignment to an armed unit, employees must complete required firearm training which includes: an approved course on firearms pursuant to Penal Code Section 832; a review and acknowledgement of the Department's firearms policy; a Basic Force and Weaponry Course as selected by the Department; quarterly firearms qualification training; and other training required by the Department. Employees hired prior to this revision must also pass a psychological examination confirming fitness to be armed.
  - Independent Travel: Incumbents are required to travel independently, for example, to meet with adult and/or juvenile offenders, their families, and other concerned parties.
  - Language Proficiency: Positions allocated to this class may require bilingual skills. Some positions allocated to this class may require the applicant to speak, read and write in a language other than English.

#### **CLASS HISTORY AND CLASS INFORMATION**

- **Date** Established: May 2001
- Date Approved by the Civil Service Commission: April 12, 2006
- Date Adopted by the Board of Supervisors: June 30, 2003
- Dates Revised: April 12, 2006, May 11, 2016
- Dates Retitled and Previous Titles of the Class: N/A

- Class Code: 315020