



PROBATION MANAGER

DEFINITION: Under general direction to assist the Assistant Chief Probation Officer and/or Division Director by planning, organizing, coordinating and directing program operation and activities. Assigns, supervises and reviews the work of a group of Supervising Probation Officers or Supervising Juvenile Institutions Officers; and to perform related work as required.

ESSENTIAL JOB DUTIES: This manager level classification is responsible for the overall management and operation of program services within the Probation Department. Duties require exercise of independent initiative and judgment in relieving the Assistant Chief Probation Officer of the operational functions within the assigned program services.

Duties may include, but are not limited to, the following:

Organizes, directs and supervises the operation and activities of a specific program of services in the Probation Department as assigned by the Assistant Chief Probation Officer or Chief Probation Officer.

Stay up to date and proficient in Federal, State and County laws and ordinances.

- Assist in development of new programs that will make operations more efficient and/or provide better service.
- Acts as liaison to other agency and community groups.
- Appears for public speaking engagements as a representative of the department.
- Provides consultation to employees in resolving difficult issues and situations.
- Schedules employees to ensure adequate coverage of programs by employees.
- Conducts training activities.
- May serve as Traffic Hearing Officer.
- Assists in implementation of policy changes and/or develops and implements policy.

In addition to the above when assigned to a Juvenile Justice Correctional Facility;

- Provides guidance in unusual situations or emergencies.
- Randomly makes periodic checks of the assigned program throughout the 24-hour operation.
- Assures the maintenance of proper levels of security.
- Monitors discipline with detainees for rule infractions in accordance with established policies.
- Conducts individual or group meetings with detainees to discuss problems.
- Assists in administering the ordering of clothing, supplies and equipment.
- Ensures facility is in compliance with Title 15 and 24 of the California Administrative Code.

EMPLOYMENT STANDARDS

Education: A bachelor degree or higher, preferably in criminal justice, criminology, psychology, sociology, social science or related field. Internal candidates whom do not possess a bachelor degree or higher may substitute education with experience as a Deputy Probation Officer II on a year for year basis.

Experience: A minimum of six (6) years as a Deputy Probation Officer, of which at least 3 years must have been served as a Deputy Probation Officer III.

Certificates: Board of Corrections Core Training Certificates for Deputy Probation Officer or Juvenile Institutions Officer and evidence of continued compliance with annual training requirements. Certificate of completion of training pursuant to Section 832 of the California Penal Code.

Additional Requirements: Training and background which will meet the requirements of California Government Code Sections 1029 and 1031. And California Penal Code 830.5. Must successfully complete pre-employment background investigation, psychological examination, and physical examination, including drug screen; must possess a valid operator's license issued by the California Department of Motor Vehicles; must possess or obtain during the probationary period, valid first aid and CPR certificates.

SKILLS AND ABILITIES

Essential Functions:

- Effectively plan, organize, assign, direct, assist, train, supervise and evaluate within policy the work of Supervising Juvenile Institutions Officers or Supervising Probation Officers.
- Resolve conflicts and respond to complaints.
- Develop, maintain, and prepare probation statistics, records and reports.
- Complete multiple priority projects with conflicting deadlines and under stressful conditions.
- Maintain confidential information in accordance with legal standards and/or County regulations.
- Operate a personal computer and other office equipment.
- Frequent use of depth perception, peripheral vision and color perception.
- Frequently lift, carry, reach, push, pull, twist and manipulate large and small objects.
- Occasionally kneel, bend, twist, squat, balance and crawl.
- Frequent use of hand-eye coordination.
- Frequent use of data entry device including repetitive hand and arm motion.
- Occasionally lift and carry up to 65 pounds.
- Normal dexterity, frequent holding and grasping.
- Sit or stand for long periods of time.
- Drive a motor vehicle.

Knowledge of:

- Provisions of the California Penal, Welfare and Institutions, Civil, Education, Vehicle, Health and Safety and Administrative Codes pertaining to the Department's functions.
- Department's Standard Practices and Policy and Procedure Manuals.
- Principals and methods of probation casework, objectives, including behavior.
- Principals and methods of providing care, supervision and guidance to delinquent and emotionally disturbed juveniles.
- Safety and Security precautions associated with custodial environments.
- Supervisory methods and techniques, including performance evaluations, grievances, and disciplinary practices and principles of training and staff development.

Ability to:

- Assist with planning, organizing, directing and coordinating assigned program services within the Probation Department.
- Provide training and evaluation for assigned personnel.
- Effectively interpret Juvenile Facility and other alternative sentencing program rules, regulations and policies.
- Represent the Department with the Superior Court and other agencies.
- Develop, maintain, and prepare statistics, records and reports.
- Speak and write effectively.

ADDITIONAL INFORMATION:

FLSA:Exempt

Probation Period: One Year