

**Sierra County  
Board of Supervisors'  
Agenda Transmittal &  
Record of Proceedings**

<b>MEETING DATE:</b> February 18, 2020	<b>TYPE OF AGENDA ITEM:</b> <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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<b>DEPARTMENT:</b> Personnel <b>APPROVING PARTY:</b> Margaret Long, Director <b>PHONE NUMBER:</b> 530-289-2879
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<b>AGENDA ITEM:</b> Approval of job description for the position of Chief Probation Officer.	
<b>SUPPORTIVE DOCUMENTS ATTACHED:</b> <input type="checkbox"/> Memo <input type="checkbox"/> Resolution <input type="checkbox"/> Agreement <input checked="" type="checkbox"/> Other Job description	
<b>BACKGROUND INFORMATION:</b> On February 2, 2020 the Board of Supervisors directed Personnel to draft and present a job description for the position of Chief Probation Officer.	
<b>FUNDING SOURCE:</b> <b>GENERAL FUND IMPACT:</b> No General Fund Impact <b>OTHER FUND:</b> <b>AMOUNT:</b> \$ N/A	
<b>ARE ADDITIONAL PERSONNEL REQUIRED?</b>  <input type="checkbox"/> Yes, -- -- <input checked="" type="checkbox"/> No	<b>IS THIS ITEM ALLOCATED IN THE BUDGET?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>IS A BUDGET TRANSFER REQUIRED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**SPACE BELOW FOR CLERK'S USE**

<b>BOARD ACTION:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
<b>COMMENTS:</b>  _____  _____  _____  _____		
CLERK TO THE BOARD _____	DATE _____	

**CHIEF PROBATION OFFICER**

**DEFINITION**

Under administrative direction of the Superior Court Presiding Judge, plans, organizes and directs the activities of the County Probation Department; provides expert professional assistance to the Superior Court, the Board of Supervisors and County management staff regarding adult and juvenile probation matters; performs advanced adult and juvenile probation procedures; conducts the most complex investigations in Adult Criminal Court and Juvenile Justice Court; structures and administers the Probation budget and grants; works collaboratively with other county departments; serves on various County commissions and/or task forces; provides information and assistance to the public, and does other appropriate work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a department head position, with overall responsibility for the activities of the Probation Department. The Chief Probation Officer is appointed pursuant to Section 270 of the Welfare and Institutions Code and serves at the pleasure of the Sierra County Superior Court Presiding Judge. The Chief Probation Officer is accountable for accomplishing all departmental goals and for furthering County goals and objectives within general policy guidelines.

**EXAMPLES OF ESSENTIAL DUTIES** (Illustrative Only)

- Plans, organizes, assigns, directs, reviews, and evaluates the activities of the Probation Department including field operation and the County's use of an outside county juvenile detention facility.
- Participates in the development and implementation of departmental goals, objectives, policies, procedures, and work standards in alignment with operations of the Courts and mission and vision of the County; provides leadership, direction and mentoring to staff and effectively promotes the County's values and goals.
- Prepares, administers and advocates for the probation department's budget; directs the forecast of funds needed for staffing, equipment and supplies; directs the monitoring of and approval of expenditures; ensures fiscal accountability; directs and implements budgetary adjustments.
- Selects, trains, motivates, directs and disciplines assigned personnel; evaluates and reviews work for acceptability and conformance with department standards including program and project priorities and performance evaluations; works with employees to correct deficiencies and responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by participating in the development, review, and implementation of policies and procedures to meet legal and regulatory requirements and County needs; continuously monitors the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement, recommends and implements changes as appropriate and pursuant to approval of the Court and/or County as applicable.
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes needed to comply with changing mandates.

- Develops cooperative working relationships with partnering County departments, schools, treatment providers, community agencies, law enforcement, and other agencies.
- Represents the Probation Department on various criminal justice interagency committees, specialized task forces and specialized Courts.
- Develops, prepares and/or reviews formal presentence, pre-plea, bail, sentencing and Drug Court reports and proposed orders including findings, alternatives, and recommendations as directed by the Court.
- Prepares a variety of correspondence and reports on probation related matters for the Courts, Board of Supervisors, and state and federal agencies.
- Attends and makes presentations at board, interagency, committee, and other meetings and conferences.
- Seeks and obtains augmenting and alternative funding sources and ensures all contract obligations are met.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of adult and juvenile probation.
- Directs the establishment and maintenance of working and official departmental files.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; negotiates and resolves significant and controversial issues.
- Performs other duties as assigned.

### **THE IDEAL CANDIDATE**

The ideal candidate is a strongly committed individual who has an outstanding record of achieving goals and maintaining positive collaborative working relationships within an organization. This individual will also be open to and solicit good ideas from all levels of the organization and will have the ability to earn others' respect and to foster innovative solutions to County problems with sound administrative practices and strategic planning skills.

### **QUALIFICATIONS**

Knowledge of:

- Administrative principles and practices, including goal setting, program and budget development and implementation; personnel management, supervision.
- Court processes related to the operation of a probation department and its interaction with the court and its judges.
- Authorities vested within the Probation Department.
- Functions, policies and procedures of the Probation Department and social service, legal and law enforcement departments.
- Principles and practices of leadership.
- Principles and practices of the Public Safety Officer Procedure Bill of Rights.
- Practices of researching probation services issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective reports.

- Principles and practices of adult and juvenile probation work including casework objectives and methods.
- Private and public services and funds available for probation programs.
- Federal, State and local laws and regulations affecting adult and juvenile probation activities.
- Contemporary trends and practices of Probation Department operations.
- Principles and practices of case planning and management including intervention and diversion programs and therapies.
- Methods and techniques of observing physical manifestation of chemical dependency.
- Court procedures and operations including rules of evidence.
- Safety practices and equipment related to the work.
- Arrest search and seizure procedures.
- Methods and techniques of preserving evidence.
- Principles and techniques of interviewing and investigation.
- Principles and theories of applied psychology and/or sociology.
- General community resources necessary to assist in crime and delinquency control.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Modern equipment and technology used in monitoring persons placed under the supervision of the probation department.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Skill In:

- Planning, organizing, assigning, directing, reviewing and evaluating the activities of the Probation Department.
- Selecting, training, motivating and evaluation of staff.
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards; delegating authority and responsibility.
- Analyzing complex problems, evaluating alternatives, and making sound recommendations or adopting effective and reasonable actions.
- Preparing, administering and advocating a departmental budget.
- Preparing and administration of a department budget; allocation of limited resources in a cost effective manner.
- Selecting, training, motivating and evaluating the work of staff, as well as the training of staff in work procedures.
- Evaluating and developing improvements in probation operations, procedures, policies, or methods.
- Researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.
- Preparing clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpreting, applying, explaining, and ensuring compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conducting complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establishing and maintaining effective working relationships with other agencies.
- Using modern computer technology and applications in the performance of daily activities.
- Development and implementation of effective case management strategies as well as document storage and retrieval.
- Effectively interacting with individuals from various socio-economic, cultural, behavioral and environmental settings.
- Presenting and supporting the Probation Department's perspective orally in authoritative proceedings such as in court including providing court testimony if called upon to do so.

## **EXPERIENCE AND EDUCATION**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to graduation from a four (4)-year college or university with major coursework in psychology, sociology, criminal justice, or related field AND five (5) years of increasingly responsible probation program experience, including at least two (2) years of significant managerial experience.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License and a satisfactory driving record.
- Possession of a valid PC 832 certificate.
- Possession of, or ability to obtain within one (1) year of date of appointment, an Advanced Managerial Core Certificate from the Board of Corrections.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various County and meeting sites; maintain California Board of Corrections physical standards, including mobility, physical strength, and stamina to respond to emergency situations and to perform assigned duties including conducting searches of residences, commercial establishments, vehicles, personal property and persons; communicate verbally, including projecting a voice that can be heard in a noisy environment; hear and distinguish oral communications and non-speech sounds such as approaching footsteps in both quiet and noisy environments; vision to read printed materials and a computer screen and to distinguish colors such as traffic signals; finger and hand dexterity to handcuff suspects and load firearms and to perceive objects and their qualities through touch such as when performing pat down searches; hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking and standing. Hand and finger dexterity is also needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification frequently bend, stoop, kneel, crawl, balance and reach to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds as necessary to perform job functions.

## **TYPICAL WORKING CONDITIONS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and hazardous physical substances. Employees may interact with upset staff and/or public or private representatives in interpreting and enforcing departmental policies and procedures. The duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. This position may involve frequent driving on rural mountain roads in inclement weather in relation to travel to various offices, meeting places and the school, home or employment of supervised individuals.

Must be willing to work emergencies and on evenings, weekends, and holidays. Must meet physical standards established by the California Board of Corrections and any other pre-employment as well as ongoing peace officer requirements.