

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

Effective Date: 11/13/2013

Effective Date of Revision: 05/11/2016

**CLASS SUMMARY:**

Under direction, implements and coordinates Department of Probation programs, conducts investigations, may manage complex or highly sensitive cases, may lead others, and performs administrative work as assigned. Some employees in the Deputy Probation Officer (Senior) class may be assigned to 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 the advanced journey level class within the Deputy Probation Officer series. This class is distinguished from the

- **Deputy Probation Officer (Supervising)** class which is the supervisory class in the series; and the
- **Deputy Probation Officer** class which is the journey level class within the Deputy Probation Officer series and which is responsible for supervising a variety of adult and juvenile offenders with caseloads that vary from moderate to high risk at both the pre and post-sentence stage of case supervision.

**SUPERVISION RECEIVED AND EXERCISED:**

- Receives direction from a Deputy Probation Officer (Supervising).
- May provide direction to lower level or newly hired employees.

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

- Interviews adults and/or juveniles, their families and other concerned parties to determine the nature of difficulties; examines and analyzes reports of offenses to determine the necessity of detention and takes proper action to set detention hearings before the Juvenile Court; administers informal probation terms as directed by Court policy; conducts in-depth analysis and assessment; evaluates violation; recommends placement, etc.
- Performs independent investigations and assessments of offenders' criminal behavior and circumstances; makes recommendations regarding sentencing or dispositions of cases; enters reports into evidence.
- Attends Court hearings and sentencing dates; reviews case files prior to appearing in court; acts as a witness for subpoenas and presents facts and defends recommendations; represents the department in Court.
- Provides continuing supervision to juvenile or adult offenders makes referrals to obtain

medical, psychiatric and psychological evaluations.

- Conducts case management functions; prepares case reviews; determines appropriate placement; obtains releases, contacts treatment providers, conducts ongoing interviews with client; makes recommendations, etc; develops case/treatment plan based upon the offender's background and nature and history of offense, providing intensive counseling to encourage behavior modification.
- Works 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.
- May perform lead duties over Deputy Probation Officers and Deputy Probation Officers (Entry) such as:
  - providing on-the-job training and coaching;
  - passing on instructions received from the supervisor and getting work started;
  - distributing work among staff;
  - monitoring status of work being performed and keeping supervisor informed of work progress and likelihood of meeting timelines and required deadlines;
  - in the absence of the supervisor, ensuring the accuracy and timeliness of timesheets, monitoring leave schedules, and approving\_written correspondence; and
  - ensuring work is performed safely and efficiently.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new trends in the field; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.
- Performs other duties of a similar nature or level as assigned.

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

- **Education:** Bachelor's degree from an accredited college or university.
- **Experience:** Two (2) years of full-time work experience equivalent to a journey level Deputy Probation Officer with the County of Solano.

#### **Notes:**

- 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.
- The Educational Requirement is not applicable to employees hired prior to the date of the 2006 revision.

#### **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 maintain the certification while assigned to the unit.

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

### **Knowledge of:**

- Accepted techniques of adult and juvenile case investigation.
- Evidenced based practices.
- Theories and principles of probation work and the psychological factors which may influence casework.
- Principles of social and correctional case and group work.
- Growth and development of children and the cause of delinquency.
- Family systems theory, behavior and motivational theories.
- Crisis intervention techniques; interviewing techniques.
- Community resources needed and available to assist in crime and delinquency prevention.
- Applicable State Code such as Penal, Welfare and Institution, Health and Safety, Vehicle, Fish and Game, Business and professions, and local ordinances, rules and regulations.
- Standard and accepted principles of leadership, on-the-job training, and work review.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as narrative reports.

### **Skill and/or Ability to:**

- Operate office equipment including a personal computer, copy and fax machines and printers.
- Plan, organize and administer a specific Probation Department program.
- Utilize firearms for self-defense, for the defense of others and/or to reduce the risk of threat in life-threatening situations when assigned to an armed unit.
- Understand, interpret and explain laws, regulations and policies governing specific probation programs and operations.
- Provide independent assessments as to causes of illegal behavior and personal circumstances; maintain objectivity while assessing cases.
- Intervene in crises situations; defuse potentially hostile and aggressive behavior.
- Effectively manage a caseload and prioritize a work schedule; manage time effectively in addressing multiple tasks and deadlines.
- Input, access and evaluate data using a computer case management system.
- Distribute work and provide work directions, review work performance and conduct of staff, and provide on-the-job training to staff.
- Communicate effectively both verbally and in writing with people with diverse socio-economic backgrounds and temperaments.

- Establish and maintain cooperative working relationships.
- Determine the appropriate course of action in emergency or stressful situations.
- Prepare funding proposals and narrative and statistical reports.
- Deal firmly and fairly with offenders of various socio-economic backgrounds and temperaments.
- Make referrals to local and regional providers of social, medical and/or other specialized services.

#### **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 require 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 and with disruptive or confrontational people.

#### **OTHER REQUIREMENTS:**

- **Probation Officer Requirements:**
  - 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.

- Must pass a physical exam and psychological evaluation as a condition of hire.
- Must complete the Probation Core Course certified by the California Corrections Standards Authority, or equivalent certifying agency, prior to appointment.
- Incumbents have limited Peace Officer powers as delineated in the California Penal Code and must therefore meet training requirements in accordance with Penal Code Section 832 within six (6) months of appointment.
- Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.
- Firearm Proficiency: Prior to assignment to an armed unit, employees must pass a psychological examination confirming fitness to be armed and 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.
- 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: 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 Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors: November 13, 2013; June 30, 2003
- Dates Revised: March 14, 2007, May 11, 2016
- Dates Retitled and Previous Titles of the Class: N/A
- Class Code: 513060