



Job Title	Chief Probation Officer	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	4	Job Code	18422

Class Specification – Chief Probation Officer

Summary Statement:	
The purpose of this position is to supervise, assign and review the work of staff responsible for providing counseling and investigatory services in the Probation program; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for providing counseling and investigatory services in the Probation program. Establishes schedules and methods for providing assigned services; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures. Recommends and assists in the implementation of goals and objectives; and implements approved policies and procedures.
30%	Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline procedures. Participates in the preparation and administration of the assigned budget; submits budget recommendations; and monitors expenditures. Plans, prioritizes, assigns, reviews, and participates in the investigations related to individuals requesting probation; conducts interviews with clients, family members, and interested individuals to determine nature of clients' employment, marital and financial status. Supervises and reviews the preparation of written and oral reports providing the court with sentencing recommendations. Plans, prioritizes, assigns, supervises, reviews, and participates in assigned probation cases; oversees clients' performance of any legal, social, occupational, personal, and therapeutic terms of probation. Coordinates and alerts proper authorities of clients' non-compliance with court orders; and coordinates clients' to be returned to court for further disposition.



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25%	Establishes and maintains contact with community resources, school authorities, community placement agencies, law enforcement personnel, and others to facilitate the probationary process. Provides crisis intervention with clients and their families; provides intermediary counseling for clients while obtaining community health agency involvement for ongoing therapeutic intervention. Plans, prioritizes, assigns, reviews, and participates in interviewing individuals in custody pertaining to release on personal recognizance bonds and work release. Plans, prioritizes, assigns, reviews, and participates in interviewing individuals who are incarcerated in the City jail who request a court-appointed attorney. Prepares and maintains a variety of files and records including case histories; prepares correspondence, memoranda, and official documentation as necessary; and prepares analytical and statistical reports on operations and activities.
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Competencies Required:	
Human Collaboration Skills:	Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Reading:	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math:	Advanced – Ability to apply fundamental concepts of theories; work with advanced mathematical operation methods and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing:	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Advanced Skills and Knowledge:	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in social sciences, psychology, sociology, business administration, public administration, or a related field.

Experience: Three years of full-time responsible probation office experience including one year of administrative or lead supervisory responsibility.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised: Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received: Receives Administrative Direction: The employee normally performs the duty assignments with broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility: This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands: Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Frequently



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Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, criminal justice information systems, and HRIS software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: November 2014