

**MENDOCINO COUNTY GOVERNMENT  
CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** PROBATION DIVISION MANAGER  
**DEPARTMENT:** PROBATION  
**REPORTS TO:** CHIEF PROBATION OFFICER  
**CIVIL SERVICE:** YES

**CLASS CODE:** 6008  
**FLSA STATUS:** E  
**BARGAINING UNIT:** MANAGEMENT  
**DATE:** 10/08

**JOB SUMMARY:**

Primary responsibility is to plan, organize, manage and administer staff and functions within a division of the Probation Department; consult with the Chief Probation Officer concerning departmental policies, procedures, goals, and priorities; and advise management of divisional capabilities, needs and problems; performs complex administrative and professional duties.

**DISTINGUISHING CHARACTERISTICS:**

This management level class oversees and manages a division of the Probation Department. Responsibilities include primary management of an assigned division and supervision of staff. Incumbents are assigned to Adult or Juvenile Probation, or Juvenile Hall. This class is distinguished from Deputy Probation Officer by its responsibility and oversight for a division of the department. This class is distinguished from the Chief Probation Officer by the latter's administrative oversight of the department.

**SUPERVISION EXERCISED:**

Exercises management level supervision over subordinate supervisors, professional, technical and clerical staff.

**EXAMPLES OF DUTIES:** *Duties may include but are not limited to the following:*

- Plan, organize and direct the activities and operations of a major division within the Probation Department; consult with Chief Probation Officer concerning departmental policies, procedures, goals, and priorities; participate as a management team member in the development and implementation of such policies, procedures, and activities.
- Carry out second-level supervisory responsibility in accordance with policies, procedures and applicable laws including interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Advise Chief Probation Officer of divisional capabilities, needs or problems; keep abreast of legislative changes, case law and new statutes, and formulate policies, procedures, and systems required to implement mandated changes.
- Interpret departmental policies and goals into programs and procedures for the division; plan, coordinate and direct the efforts of the division to meet departmental objectives; instruct and advise unit supervisors in the functions assigned.
- Coordinate staffing needs, work flow and assignment distribution; develop, coordinate and participate in staff training programs; conduct staff meetings.
- Review, analyze and evaluate the effectiveness and efficiency of existing divisional programs, revising each as necessary to meet established goals; oversee the implementation of new programs and the preparation of grant applications for federal and state funding.
- Coordinate division programs and operations with other divisions, County agencies and community groups.
- Review division records to ascertain and evaluate divisional effectiveness, adherence to court and departmental policies, and the maintenance of required work standards; develop and maintain a division procedural manual, updating the contents on a continuing basis to define for staff the discretion allowed and restrictions upon their judgment in the performance of duties assigned.
- Interpret for Probation Staff, other County departments and the public, the problems of crime and delinquency, goals of the Courts, and the functions of the division.
- Confer with the courts, law enforcement and government agencies and community organizations regarding probation activities.
- Represent the department in proceedings before the court and the Board of Supervisors; represent the County and/or the department before other governmental agencies and community groups.
- Assist management in preparing the preliminary division budget.
- Perform complex and difficult special assignments and projects.
- Prepare and/or review reports and correspondence.
- May act in the absence of the Chief Probation Officer when assigned.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment	Computer	Vehicle	Radios
Pepper Spray	Hand Cuffs		

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Equivalent to graduation from an accredited college or university with major course work in public administration, administration of justice, corrections, criminology, sociology, psychology, any of the behavioral sciences or a closely related field; and, at least one year of full-time professional probation work experience as a Deputy Probation Officer III with Mendocino County; or four years of increasingly responsible professional probation experience including at least two years in a supervisory capacity; or an equivalent combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Penal Code 832

Basic Core Probation Course and/or Probation Supervisor Core

Valid California Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Principles, methods, and techniques of administration, including the organization and management of modern probation services.
- Principles, methods, techniques and services involved in modern probation work.
- Principles of adult and juvenile probation and rehabilitation.
- Operations and interrelationships of the adult and juvenile criminal justice systems.
- Federal and State laws, regulations and procedures affecting probation, detention and rehabilitation programs.
- Effective supervisory and training techniques, personnel procedures and program budget management.
- Principles and practices of program development and review.
- General community resources necessary to assist in crime and delinquency prevention; community resources available for specialized treatment of probation clients.
- Operations and functions of county government.
- Application of data processing to probation operations.
- Statistical analysis, grants and report preparation.

Depending upon assignment, may also require knowledge of:

- Administration and supervision of a juvenile correctional facility, including the proper care and treatment of juveniles.

**Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing.
- Testifying in court.

**Mental and Physical Abilities:**

- Establish and maintain effective working relationships with a variety of individuals.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Write reports, correspondence and procedure manuals.
- Speak effectively before groups.
- Analyze situations effectively and adopt or recommend appropriate courses of action.
- Define problems, collect data, establish facts and draw valid conclusions.

- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to arrest, detain, and/or restrain clients.

Working Conditions:

Work is performed in a normal office environment or institutional setting with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may become loud at times.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.