

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** CHIEF PROBATION OFFICER  
**DEPARTMENT:** PROBATION  
**REPORTS TO:** PRESIDING JUDGE SUPERIOR COURT /  
CHIEF EXECUTIVE OFFICER

**CLASS CODE:** 6011  
**FLSA STATUS:** E  
**BARGAINING UNIT:** Department Head  
**DATE:** 5/05; Rev. 3/10

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**JOB SUMMARY:**

Under the policy direction of the Judges of the Superior Court, directs the operation of adult and juvenile probation activities; including Juvenile Hall, serves as the principle administrative official over probation services in terms of general administration and budget preparation; performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The Chief Probation Officer is charged with the responsibility of planning, organizing, coordinating and directing the County Probation Services program. The incumbent is appointed by the Judge of the Juvenile Court and is exempt from the Civil Service Ordinance of the County of Mendocino. Work is performed under the policy direction of Superior Court, with advisory guidance from the Juvenile Justice Commission. The incumbent exercises considerable independent judgment and discretion in the formulation and execution of operating policies. Organizational and fiscal program continuity is maintained through the Chief Executive Officer to the County Board of Supervisors. Supervision is exercised over professional, institutional, clerical staff and over the Supervising Deputy Probation Officers who are delegated wide authority in directing adult and juvenile division operations

**TYPICAL DUTIES:**

- Formulates policies and regulations governing the work activities of the probation department; formulates and prescribes work methods, procedures, and long-range plans; appraises general level of work performance. Represents the Probation Department before the Board of Supervisors, the Chief Executive Officer, the Mendocino County Juvenile Justice Coordinating Council and community groups; implements the Probation component of the County's System
- Serves as the appointing authority for the professional, institutional, clerical personnel employed by the Probation Department; oversees the awarding of merit step increases and the assignment of personnel. Provides administrative direction over the various probation functions and juvenile institutions; supervises the development and implementation of procedures affecting the operations of probation. Supervises the preparation of the budget for the Probation Department and serves as a review control over the implementation of the budget, i.e., develops budget summaries and expenditure forecasts; reviews sources of revenue and recommends areas of adjustment or improvement. Supervises the preparation of, and reviews narrative and statistical reports on a variety of administrative and management issues in the department. Develops and implements management improvements and practices in the department using research and analysis; makes decisions on procedures, forms, workflow, and equipment use; supervises the preparation of operating revenue and recommends areas of adjustment or improvement. Develops and implements methods and procedures to inform the public of current and proposed programs and projects, and obtains the participation of interested citizens and groups in program development and operation.
- Prepares, administers and/or monitors departmental budgets; makes adjustments as required; seeks and prepares grants and applications for revenue sources other than county monies.
- Investigates internal and external complaints; initiates appropriate remedial action.
- Interprets new laws and court decisions; updates procedures for compliance.
- Reviews cases as to legal sufficiency and compliance with departmental policies, procedures and the law.
- Serves as Juvenile Traffic Hearing officer.
- Communicates and coordinates with other Probations departments and/or various agencies and community based organizations to promote and develop multi-disciplinary programs.
- Represents the Probation Department at various internal and external meetings.
- Maintains and upgrades professional knowledge, skills and development by attending seminars and training programs and reading trade and professional journals and publications.

- Monitors purchasing and supplies for the department.

### **KNOWLEDGE AND ABILITIES:**

Extensive knowledge of:

- The principles, methods, and techniques of administration, including the organization and management of modern probation services, fiscal management, and budget preparation.
- Laws, codes and statutes relating to the functions, duties and prerogatives of the Chief Probation Officer.
- Principles, methods, techniques and services involved in modern probation work; effective personnel management, training and supervisory techniques.

Thorough knowledge of:

- General community resources necessary to assist in crime and delinquency prevention; community resources available for specialized treatment of probation clients.

Considerable knowledge of:

- The operations and functions of county government; written and oral communication, including language mechanics, syntax and English composition.
- Principles and techniques of interviewing and casework.
- Principles of human behavior and applied psychology.
- Record keeping, report preparation, filing methods and records management techniques.

Ability to:

- Effectively supervise and direct through subordinates the operation of a probation department.
- Analyze administrative problems, reach practical conclusions, and institute effective changes.
- Plan and supervise research and statistical work relating to the various aspects of administration, budget and general management matters; analyze administrative problems, reach practical conclusions, and institute effective changes.
- Understand, interpret and apply rules, regulations and ordinances and federal, state and local legislation.
- Effectively communicate orally and in writing, and present conclusions before advisory and policy bodies.
- Effectively supervise the work of management, professional, technical and clerical employees; evaluate staff performance and promote staff development.
- Establish and maintain effective working relationships with Superior Court Judges, Commissioners, the Juvenile Justice Commission, County Department Heads, public and private social agencies, law enforcement and justice agencies, and others contacted in the course of the work.
- Interpret the functions of the department to other professional personnel and to the public; investigate, evaluate and analyze juvenile probation service functions, and to make appropriate changes necessary to meet established policies and goals of the Probation Department.

### **MINIMUM QUALIFICATIONS:**

Education and Experience:

Bachelor's degree or equivalent from an accredited four college or university in Criminal Justice, Behavioral Science or a related field is preferred; and

Experience: Any combination of work experience, which relates directly to the knowledge and abilities listed. Normally, five years of responsible probation and corrections experience involving the evaluation, administration, management and control of varied types of probation programs, including the supervision and management of personnel.

Substitution: Related experience may be substituted for the education at a rate of two years of experience to one year of education.

License: Possession of a valid California driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.

## Penal Code 832

### Basic Core Probation Course

**Background:** The incumbent shall not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony if committed in this state, nor be under current formal probation supervision.

**Citizenship requirement:** Permanent resident aliens who wish to be employed as peace officers must apply for citizenship prior to application for such employment. Permanent resident aliens must cooperate with U.S. Department of Immigration in meeting all requirements for U.S. citizenship. If a permanent resident alien is denied citizenship at any time, he or she shall be disqualified for peace officer status.

Candidates certified for employment must be willing to undergo an in-depth background investigation, including a psychological evaluation and criminal history check, and a pre-employment medical examination.

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 stand, walk and lift and/or move up to 10 pounds.

### **Working Conditions:**

The incumbent's working conditions are typically moderately quiet.

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.