Office of Human Resources
Deputy Chief Probation Officer - CA3242
THIS IS A PUBLIC DOCUMENT

General Statement of Duties
Provides administrative and supervisory in carrying out the duties of the division and reports directly to the Chief Probation Officer.

Distinguishing Characteristics
The Deputy Chief Probation Officer is distinguished from the Manager job classification who manages functional and/or operational area(s) of a division or agency that include implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately. Typically has supervisors reporting to them.

The Deputy Chief Probation Officer is distinguished from supervisors responsible for tactical, day-to-day responsibilities of a work unit.

Guidelines, Difficulty and Decision-Making Level
Guidelines are in the form of stated outcomes for the agency/division. Determines how organizational goals and objectives are best implemented; translates objectives and vision into outcomes.

Work assignment is unstructured and employee is responsible for implementing and managing a variety of objectives, resources, and strategies to achieve the goals of the division or agency. Duties performed include operational and organizational planning, developing standards, schedules, priorities, guidelines, processes, measurement (evaluation) systems, implementation of production and performance management standards, and allocating resources.

Employee is responsible for implementing operational goals and objectives for the management of a range of complex divisions and/or city wide responsibilities and overall functions in which several projects and programs may be in progress with simultaneous, multiple resource involvement. Develops solutions to organizational and operational problems, responsible for organizational management (development, staffing, and conflict), and allocating resources.

Duties performed involve weighing and evaluating complex factors requiring a high degree of judgment, analytical ability, and problem solving.

Level of Supervision Received & Quality Review
Responsible for achieving the work objectives of an organizational unit(s) within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work.

Work is reviewed for soundness of judgment, feasibility of decisions, and work production based on defined performance standards.
Communication at this level is primarily internally focused and involves establishing and maintaining effective working relationships with team(s), related work areas, and higher-level managers. Provides guidance and interpretation of the organization’s policies, procedures, and standards. Provides information to higher level managers and elected and appointed officials.

Manages multiple operations or programs. Plans, provides broad direction, establishes standards, and evaluates operations for diverse programs.

Assists in the development and management of the budget, purchasing and accounting functions. May authorize expenditures.

Participates in the design, acquisition, and implementation of automation for the probation division.

Responsible for long range planning and program evaluation.

Assists in space needs, ensuring that staff have adequate equipment and a safe working environment.

Assists supervisors with the most difficult or complex probation problems.

Assists the Chief Probation Officer in the development of policies and procedures for the probation division.

Provides recommendations or may participate in the recruitment, selection and termination of employees.

Coordinates the activities of the division and maintains effective working relationships with the State Court Administrator’s Office, other units, law enforcement agencies, public and private social service agencies, and community resources.

Develops and manages division training, mentoring, and coaching programs.

Assigns duties and responsibilities to staff; develops and establishes procedures for operating and maintaining required administrative systems.

Serves as Acting Chief Probation Officer in the absence of the Chief Probation Officer.

Establishes expectations and provides employee performance feedback on an on-going and annual basis.

Assists subordinates in establishing performance and professional goals.

Evaluates subordinates’ goal achievement through conferences, informal meetings, and annual performance appraisal.

Performs other related duties as assigned.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.
Competencies

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

Knowledge & Skills

Knowledge of criminal justice system, courts, and probation-related theories, principles, laws, case law, and operations.

Ability to delegate responsibilities and tasks to subordinates to enhance efficiency and to provide an opportunity for staff development.

Education Requirement

Bachelor’s Degree in Criminal Justice, Sociology, Psychology, Social Work or related field.

Experience Requirement

Three (3) years of experience of management experience including supervision, probation, parole, or related experience.

Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver’s License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls, inquiries, and conflicts.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Subject to long irregular hours.

Level of Physical Demand

1-Sedentary (0-10 lbs.)
Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/division needs.):

Sitting: remaining in the normal seated position.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check
Education Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-814
FLSA Code: Y
Management Level: 5
Established Date: 4/12/2020
Established By: Greg Thress
Revised Date:
Revised By:
Class History: