DEPARTMENT: Administration  BY: Mike Coffield  PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Adopt this resolution approving revised class specifications for Deputy Probation Officer I/II and Deputy Probation Officer III.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

During budget hearings for FY 92/93, the Board approved a Probation Officer Classification series. The attached class specifications up-date the draft class specifications approved by the Board per Res. 93-80. These final class specifications do not reflect any substantive changes to the draft specifications as submitted.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve these revised class specifications.

Revise these class specifications as deemed necessary.

COSTS:  (X) Not Applicable
A. Budgeted current FY
   $ 
B. Total anticipated costs
   $ 
C. Required additional funding
   $ 
D. Internal transfers
   $ 

SOURCE:  ( ) 4/5ths Vote Required
A. Unanticipated revenues
   $ 
B. Reserve for contingencies
   $ 
C. Source description:
   Balance in Reserve for Contingencies, if approved: $ 

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
Res. No.: 53-562  Ord. No.  
Vote - Ayas:  
Nees:  
Absent:  
Approved:  
Denied:  
Minute Order Attached:  
No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date:  

ATTES: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:  
Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment:  
A.O. Initials:  

Action Form Revised 5/92
MARIPOSA COUNTY

JOB TITLE: Deputy Probation Officer I/II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform investigations and make recommendations to the court related to probation cases; to monitor adults and/or juveniles on court probation and assure adherence to conditions of the probation; to perform supportive program functions including crisis intervention; and to represent the Probation Department at formal Court hearings.

Deputy Probation Officer I:

Employees in this classification work under relatively close supervision while they develop their skills and abilities in probation work. This is a trainee level class and as incumbents gain experience (after two years), they are expected to promote to the class of Deputy Probation Officer II.

Deputy Probation Officer II:

Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class functions at a journey level. Incumbents in this class typically receive case assignments of average difficulty which require considerable skill, initiative and professional judgement.

SUPERVISOR: Chief Probation Officer

TYPICAL DUTIES

- Compiles, investigates, verifies, and presents reports on personal, social, educational, financial, health and/or prior criminal involvement of probationers

- Recommends to the court plans for the adjustment of offenders and interprets the plan to the probationer, their family, and interested individuals

- Monitors assigned probationary caseload of juveniles and/or adults, develops rehabilitation treatment programs, and assures adherence to conditions of probation

- Interviews the offenders their families and interested individuals to determine the nature of their difficulties
TYPICAL DUTIES (cont'd)

- Arranges and monitors placement of individuals on probation in rehabilitation and/or treatment programs such as community service work, group homes, Alcoholics Anonymous, etc., in order to make a satisfactory social adjustment

- Intervenes in crisis situations, counsels families, communicates with involved community and/or private agencies, makes referrals as required

- Communicates with Sheriff's Office, Police Department, District Attorney's Office, Probation Departments and/or social service agencies on crime investigation and prevention.

- Appears and/or testifies in court for detention, jurisdictional, disposition, and/or violation of parole hearings, attends special and/or annual reviews and/or sealing or records

- Files necessary legal documents relating to probation caseload including petitions, sealing of records, case reviews, etc.

- Directs the ongoing activities of various support programs such as juvenile crisis intervention, etc.

- Presents department's position at hearings and prepares material necessary for presentation

- Makes recommendations regarding sentencing to the court

- Performs and processes expungement requests

- Interviews and/or performs background investigations for civil court matters such as step parent adoptions and custody suits

- Maintains case files, program and/or financial records and prepares correspondence and reports

- Arrests probationers and assists law enforcement agencies in Search and Seizures as required

- Transports adult and/or juvenile probationers

- Performs "on-call" duties

- Performs other related duties similar to the above in scope and function as required
MARIPOSA: Deputy Probation Officer I/II

EMPLOYMENT STANDARDS

Possession of:

- a valid California Driver's License

Deputy Probation Officer II (in addition):

- a certificate of completion for 200 hours instruction in Basic Probation Officers course
- completion of 40 hours instruction in S.T.C. Probation Officers training annually

Knowledge of:

- the basic principles and practices of applied psychology/sociology
- methods and techniques of interviewing

Deputy Probation Officer II (in addition):

- the principles and practices of adult and juvenile probation work
- the proper methods and procedures involved in casework
- Federal, State, and local laws and ordinances appropriate to adult and juvenile probation
- court procedures

Ability to:

- prepare concise and accurate reports
- maintain detailed records
- understand and follow both oral and written instructions
- communicate effectively and tactfully in both oral and written form
- meet the physical requirements necessary to safely and effectively perform required duties
- establish and maintain effective work relationships with those contacted in the performance of required duties
MARIPOSA: Deputy Probation Officer I/II

Ability to (cont'd):

Deputy Probation Officer II (in addition):

- analyze investigative material and make proper deductions

A typical way to gain the knowledge, skill, and ability outlined above is:

- graduation from an accredited college or university with specialization in sociology, criminology, penology, or a related major preferably with emphasis in the correction field, or completion of a two-year college curriculum with major work in psychology, sociology, criminology, or a related field and two years of experience in probation, corrections, social casework or a related field.

Deputy Probation Officer II (in addition):

- two years of experience performing duties comparable to those of the Deputy Probation Officer I classification.
MARIPOSA COUNTY

JOB TITLE: Deputy Probation Officer III

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

With direction, investigates cases of adult and juvenile applicants for probation; to provide professional casework services to adult and juvenile offenders placed on probation, monitor the activities of clients to assure compliance with Court orders, do related work as required; and handle specialized caseloads and major departmental projects and/or programs.

This is the advanced, working level, professional class in the probation officer series. Incumbents handle the complete range of probation duties, including the more difficult, specialized case work. Officers in this class receive general direction, but are expected to act with independence under broad guidelines and policies. Some work direction, review and training may be provided to other staff.

SUPERVISOR: Chief Probation Officer

TYPICAL DUTIES

- Assesses, investigates, reports and presents cases concerning adult and juvenile probation applicants
- Assesses client needs and develops case plans to assure compliance with court orders
- Assists with juvenile intake, counseling and referral
- Monitors probationers performance and develops recommendations and/or reports involving modifications, revocations, arrests, or terminations
- Performs "on call" duties
- Directs, assists and trains other staff as required
- Prepares, or assists in the preparation of grants, reports, surveys, and statistics
- Leads or assists in special departmental programs or projects
- May represent the Chief on boards or commissions, or in presentations to the public
MARIPOSA: DEPUTY PROBATION OFFICER III

EMPLOYMENT STANDARDS

Possession of:

- a valid California Driver's License
- a certificate of completion for 200 hours instruction in Basic Probation Officers course
- ability to complete additional training as required by S.T.C. Program

Knowledge of:

- principles of applied psychology and human behavior and their relation to the causes, extent and control of crime and delinquency
- casework, case planning and management including intervention and modification strategies
- principles of adult and juvenile probation and social casework
- Federal, State, and local laws affecting the activities of the probation department
- types and services of public and private agencies available to probationers
- Court procedures and operations
- working knowledge of principles of modern management is desirable

Ability to:

- effectively work with assigned cases, analyze written and verbal reports and draw appropriate conclusions and develop recommendations and action plans
- develop and prepare a variety of records and reports
- establish and maintain effective working relationships
- speak and write clearly and effectively
- exercise skilled judgement in the assessment and treatment of probationers
- direct the work of others toward departmental goals
MARIPOSA: DEPUTY PROBATION OFFICER III

Ability to (cont'd):

- handle a variety of assignments with little direct supervision

A typical way to gain the knowledge, skill, and ability outlined above is:

- two years experience equivalent to a Deputy Probation Officer II in Mariposa County.

Creation Date: 4/92
Revision Date: 10/93