MEETING: February 14, 2012
TO: The Board of Supervisors
FROM: Rick Benson, County Administrative Officer
RE: Amendment to Job Description

RECOMMENDATION AND JUSTIFICATION: Approve an amendment to the Juvenile Corrections Officer job description by changing the title of the classification to Probation Corrections Officer and incorporate minor changes to reflect that this classification will also monitor low risk adult offenders. The Chief Probation Officer has indicated that with the advent of AB109 and the resulting additional workload, it will be necessary to utilize this classification to monitor low risk adult offenders under the jurisdiction of adult court who are ordered to perform community service work. Because of this, the title of Juvenile Corrections Officer no longer fits and instead, the title of Probation Corrections Officer is more appropriate.

Other minor changes were made in certain areas of the job description to better describe the classification.

The minor changes made to this job description do not rise to the level of increasing the salary.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The Juvenile Corrections Officer job description was amended on August 5, 2008 when a title change was made at that time from Juvenile Supervisor to the current Juvenile Corrections Officer. The change was made as it better described that this classification has peace officer status and is a safety member.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: Do not amend the job description as requested. However, by not amending the job description, the additional workload that AB109 is creating will instead fall on the Deputy Probation Officers which could negatively impact their current workload.

ATTACHMENTS:
Probation Corrections Officer (PDF)
CAO RECOMMENDATION
Requested Action Recommended

RESULT: ADOPTED [UNANIMOUS]
MOVER: Lee Stetson, District I Supervisor
SECONDER: Jim Allen, District V Supervisor
AYES: Stetson, Turpin, Bibby, Cann, Allen
PROBATION CORRECTIONS OFFICER

DEFINITION
To assist with the care, welfare, custody and rehabilitation of juvenile detainees in the County’s juvenile detention facility; coordinating and monitoring adult and juvenile clientele participating in departmental programs and services; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Assistant Chief Probation Officer or designee and Chief Probation Officer.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists with planning, organizing and supervising a program of work, study and recreation for delinquent or emotionally disturbed detainees in the County’s Juvenile Hall.

Oversees activities such as housekeeping chores, meals, arts and crafts, and sports.

Supervises visitor activities.

Issues clothing; provides for detainees’ personal hygiene and health needs.

Instructs and maintains good discipline of detainees.

Remains alert for potential problems and takes measures to reduce tension and avoid violence.

Assists with the conduct of individual, group and family counseling and discussions.

Observes and records information on detainee behavior, attitude, appearance, interests and skills.

May assist Deputy Probation Officers in the development of treatment plans for detainees.

Assists with the admission and release of detainees.

May make field visits with deputy probation officers and assist in search and seizure, if required, with adults or juveniles placed on home detention.

Supervise adult or juvenile clientele participating in departmental programs or services.

Contacts parents, Deputy Probation Officers, law enforcement personnel, and others as required.

Obtains and processes urine samples.

Maintains necessary logs and reports.
Performs general office work as required, including maintaining logs and records, preparing reports, attending meetings, copying and filing documents, answering the telephone, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Behavior problems of juveniles and adults.

Basic knowledge of the care and custody of those detained in juvenile hall.

Principles and techniques of supervising group activities.

Techniques for establishing effective verbal communication.

Health and personal hygiene methods.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

Safe work practices.

Modern office procedures and equipment.

**Ability to:**
Learn, understand and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County / department policies and procedures.

Learn and apply the methods, procedures and practices used in the care, custody and control of those detained in juvenile hall.

Respond constructively to detainee behavior problems, and gain their cooperation when possible.

Supervise a group of detainees in work, meal and recreational activities.

Deal fairly and effectively with adult or juveniles.

Learn to anticipate and prevent acts of violence to persons and property.

React quickly and calmly in emergency situations.

Understand and follow written and oral instructions.

Safely operate a County vehicle as necessary to transport adults or juveniles.

Maintain detailed records and prepare routine reports as required.
Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office environment, detention facility, and in the community; worker occasionally drives on surface streets and dirt roads in isolated areas and may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, odors, fumes/dust, violence, above average noise.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office environment and detention facility. Requires the ability to sit at desk and intermittently walk, stand, run, bend, squat, twist and reach while performing office duties and/or supervising probation clientele; lift and/or move up to 25 pounds of weight frequently and over 40 pounds of weight occasionally; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform supervision duties, including restraining juveniles as necessary.

**MINIMUM QUALIFICATIONS**

**Experience:**
None required.

**Education:**
High school diploma or GED equivalent.

**Additional Requirements:**
Possession of a valid California driver’s license. Under certain circumstances, the Personnel Director may accept a valid driver’s license from another State if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

Successful completion of the Juvenile Corrections Officer CORE Course required within one year for permanent part-time and full-time positions and as directed by the On Call position.

Possession of or the ability to obtain within 40 work hours of appointment a valid CPR / First Aid certificate.
Must be at least 21 years of age at time of appointment.

Ability to pass a background investigation and psychological evaluation prior to appointment.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.