

RECOMMENDED ACTION AND JUSTIFICATION:

Approve an amendment to the Chief Probation Officer job description by making minor changes to the minimum qualifications.

Before opening a recruitment for the Chief position as the incumbent Chief is retiring, the Superior Court Judges and Chief reviewed the job description and agreed that the following changes need to be made to the minimum qualifications (this position is appointed by and serves at the pleasure of the presiding judge):

- Add language which states that law enforcement agency experience will qualify towards the six years of experience required for this position. Currently, only experience as a probation officer, parole officer, or a corrections officer is qualifying. A police or sheriff's captain or a police or sheriff's sergeant would not qualify under the existing qualifications. By adding language that includes experience in a law enforcement agency, this will allow a police and sheriff's captain or sergeant to qualify for this position.
- Make a minor change to the equivalency language for more appropriate sentence structure.
- Currently, a qualified individual must have fiscal and program management of adult and/or juvenile programs. Stating that this is desirable and not a requirement will, again, allow a police and sheriff's captain or sergeant to qualify for this position.
- Change the sentence structure of the education requirement so that it is clear what is required.
- Currently, the Chief position requires that a qualified individual have the PC832 Arrest, Search, and Seizure training. Out-of-state law enforcement personnel may not have this training so amending this language to state that if an individual doesn't have the training, they must have the ability to obtain it within 90 days of appointment.

One other non-substantive change is to add language to the "Definition" section that this position is now responsible for revenue and recovery as it pertains to the criminal justice system.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None on this action. From time to time, the Board of Supervisors has approved amendments to job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve as drafted; revise as the Board desires and approve.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		
Source:		Job Description
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other _____		_____

CLERK'S USE ONLY:

Res. No.: 10-37 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved _____
 () Minute Order Attached () No Action Necessary

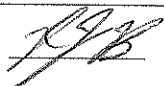
COUNTY ADMINISTRATIVE OFFICER:

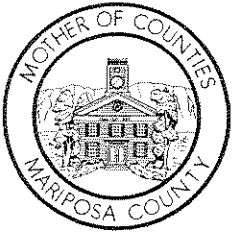
Requested Action Recommended
 No Opinion
 Comments: _____

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

Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

CAO: 



COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

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JIM ALLEN, VICE-CHAIR
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DISTRICT V
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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICHARD J. BENSON, CAO
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: Consider Items Removed from the Consent Agenda
RES. 10-376

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on July 27, 2010

ACTION AND VOTE:

- 10 Consider Items Removed from the Consent Agenda
Item 105 – Supervisors Bibby and Allen initiated discussion with Gail Neal, Chief Probation Officer, relative to the requested changes in the qualifications and additional requirements for training. Supervisor Allen suggested that the minimum qualifications reflect the equivalent to a Sheriff's Sergeant or higher rank versus "experience in a law enforcement agency." Rick Benson suggested that that the job description be amended with this change and to reflect one year of probation officer experience; and he advised that he will resubmit the job classification to the Board with these changes for informational purposes – and further action could be taken, if necessary, at that time. However, the judges would like this approved today to be able to begin the recruitment process as soon as possible. (M)Bibby, (S)Allen, item 105 was approved, with direction given to the County Administrative Officer as he suggested/Ayes: Unanimous.

CA-105 Administration

Approve an Amendment to the Chief Probation Officer Job Description by Making Minor Changes to the Minimum Qualifications; Res. 10-376, with changes

Cc: Chris Ebie, Auditor
Gail Neal, Chief Probation Officer
File

CHIEF PROBATION OFFICER

DEFINITION

To plan, direct and evaluate the programs and activities of the Probation Department, including operation of Juvenile Hall and revenue and recovery as it pertains to the criminal justice system; to supervise and evaluate the work of subordinate staff; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Presiding Judge of the Superior Court and Juvenile Court Judge. Appointed by and serves at the pleasure of the presiding judge.

Exercises direction over management, professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans, organizes, administers and supervises all programs and activities of the Probation Department.

Develops, recommends, implements and evaluates cost-effective, innovative department programs, policies and procedures in accordance with guidelines issued by the Superior Court, Board of Supervisors and County administration.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.

Confers with department staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate service and staffing levels; allocates resources accordingly.

Prepares and administers the department budget; prepares and administers grants for program / program funding.

Selects, trains, supervises, motivates and evaluates the performance of department management, professional, technical and clerical personnel; provides advice and assistance as needed; provides for adequate staff training; implements disciplinary and termination processes.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with applicable policies and procedures; determines and monitors follow-up actions required.

Plans, implements and monitors a variety of state and federally funded programs; participates in a variety of collaborative programs related to community safety and client services.

May perform casework and investigation services as needed.

Assists subordinates in making difficult decisions in complex, sensitive or controversial case situations.

Cooperates with various state agencies as appropriate to ensure program goals are being met; analyzes the effect that federal and state legislation, rules, policies and procedures will have on County programs; recommends and implements administrative and operational changes as necessary.

Prepares and submits reports on departmental programs and activities to the County Administrative Officer, Board of Supervisors, and the judges of the Superior Court.

Responds to and resolves difficult, sensitive and/or problematic citizen, client or community complaints or inquiries.

Represents the department to the news media, and makes other public presentations.

Coordinates department activities and programs with those of other departments, divisions and agencies as appropriate.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

County policies and procedures.

Principles and procedures used in planning, evaluating and administering a County probation program.

Principles and practices of adult and juvenile probation work.

Proper methods and procedures involved in casework.

Interviewing methods.

Judicial / court processes and procedures.

State and federal funding mechanisms for probation and juvenile programs.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for word processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Ability to:

Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Provide administrative and professional leadership for the Probation Department.

Plan, organize and supervise the work of subordinate staff.

Select, train and evaluate staff.

Develop, implement and interpret goals and procedures for providing effective and efficient probation programs.

Research, analyze and evaluate new department programs.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Analyze investigative materials and make proper deductions.

Exercise initiative, ingenuity and sound judgment in solving difficult administrative, professional, technical and personnel problems.

React quickly and calmly in emergency situations.

Prepare clear and concise administrative and financial reports; maintain detailed records.

Perform mathematical computations with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

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 and field environment; worker drives on surface streets and may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, laboratory solvents and chemicals, skin irritants, violence.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch, climb, run, balance and reach while performing office and field duties; lift and/or move weights of up to 25 pounds frequently and over 40 pounds occasionally; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and police-issue 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 law enforcement duties, including handling firearms and making arrests.

MINIMUM QUALIFICATIONS

Experience:

Six years of increasingly responsible experience as a probation officer, parole officer, or corrections officer, or experience in a law enforcement agency, including at least three years in a supervisory or management capacity; or four years at or above the experience equivalent to a Deputy Probation Officer III level in Mariposa County. Experience must have included in fiscal and program management of adult and/or juvenile programs is desirable.

Education:

High school or GED equivalency is required. Also, Graduation from an accredited college or university with a Bachelor's degree in sociology, criminology, corrections, social services, psychology or closely related field is required.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Completion of the Probation Management Training course as required by Standards in Training for Corrections (S.T.C.) within one year of appointment.

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

| PC 832 Arrest, Search, and Seizure training or ability to obtain within 90 days of appointment.

Firearms Training required if armed.

Must pass a pre-employment physical.

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.

Creation Date: 12/04 (B/S 04-545, 546)
Revision Date: 02/06(B/S Res. 06-73)