



THE COUNTY OF SUTTER

Invites Applications for

FINAL FILING DATE:

April 19, 2019

SUPERVISING PROBATION OFFICER

\$5,842 - \$7,095/Monthly

Department Promotional ONLY

THE POSITION: The position of Supervising Probation Officer is a Department Promotional opportunity available to regular Sutter County employees within the Probation Department only. Extra Help employees are not eligible to apply. ***The eligible list established from this recruitment may be used to fill any future opening(s) in this class up to nine months.***

Under direction, to supervise assigned staff and direct activities of the Probation Department casework and investigations involving adult or juvenile offenders adjudicated by the Court; to assist staff in the performance of their duties to ensure optimum departmental efficiency and effectiveness; to perform specialized casework and investigations; and to perform related work as required. This position requires overtime, evening and weekend work as needed. An alternative 9/80 work schedule is available.

JOB DUTIES: Supervises, directs and evaluates assigned staff and volunteers; processes employee concerns and addresses problems; assigns and directs work; counsels and disciplines; completes employee performance appraisals; approves vacation and leave time; takes appropriate action regarding workplace injuries and illnesses; directs the activities of investigations and supervision in adult and/or juvenile units; evaluates case adjudicated for supervision; organizes, schedules and assigns caseload; maintains balance of cases assigned for juvenile and/or adult caseloads; conducts audits of case work and case plans; assists departmental staff in the daily performance of duties; provides training, information, advice, and guidance; analyzes problems and formulates solutions; meets with staff to set professional goals; reviews and enters disposition of cases into case management system; researches any missing or incorrect information to detect problems; determines resolution; reviews, edits, and assesses probation reports prepared for court by subordinate personnel; represents the department at court proceedings and presents facts; serves as liaison and coordinates with the Court and other criminal justice agencies; prepares and submits documents and reports relating to probation investigations, and other related matters; assists County personnel and outside agencies in the conduct of surveillance, undercover operations, searches, and arrests; prepares annual estimates of personnel, facilities and equipment needed for preparation of departmental budget; reviews relevant laws, regulations and guidelines issued by local, state and/or federal government to ensure compliance with these regulations; responds to requests for information or assistance from other agencies and the public; provides statistical data and information as requested by department managers or the chief for reports, surveys, and committee meetings; conducts staff meetings; communicates department and county policies and procedures to staff; ensures staff compliance with policies and procedures, and laws and regulations pertinent to community corrections work; maintains training records for assigned staff; enrolls staff in appropriate and approved training; coordinates with training manager to ensure staff meet training requirements and to provide documentation of trainings attended; creates and implements new programs, procedures and policies that promote the department's goals and objectives; attends meetings, conferences and training, as needed; may manage caseload; prepare declarations for violations of probation or other court documents; participates extensively in multidisciplinary collaboration; may serve as peer support for staff of the department and outside agencies; provides security at emergency shelters, community events, or school-related events; responds to assist with emergency operations.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: The theory and practice of social casework as it relates to the investigation and evaluation of offenders considered for or admitted to probation supervision; pertinent laws relating to probation, courts and the criminal justice system; psychology as it relates to individual and group behavior; criminal justice and court systems and procedures; community resources available for social treatment of dysfunctional persons; sociology as it relates to cultural groups and community dynamics; principles, practices and techniques of supervision.

Ability to: Direct and supervise a group of subordinate employees maintaining consistency with program objectives and standards; initiate, plan, organize, evaluate and coordinate work assignments with a minimum of direction and control; establish and maintain effective working relations with clients, the general public and personnel at all organizational levels; interpret complex regulations, laws and guidelines; prepare concise, logical oral and written reports; explain policies, procedures and/or recommendations; communicate effectively both orally and in writing; prepare and maintain accurate records; respond to emergency situations in a safe and appropriate manner. Complete a minimum of forty hours of in-service training per year.

Education and Experience: Bachelor's Degree from an accredited college or university in criminal justice, behavioral science or related field; increasingly responsible experience in probation, at least four years of experience equivalent to a Deputy Probation Officer II which demonstrates the ability to successfully perform at the higher journey level.

Special Requirements: *Essential duties require the following physical skills and work requirements:* May require the ability to use and care for firearms; requires the ability to think and act quickly in emergencies; effectively deal with personal danger; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, walking, crouching or crawling during emergency operations; operate assigned equipment; perform semi-skilled repetitive movements, such as using a computer, typing and data entry; maintain effective audio-visual discrimination and perception needed for making observation and communicating with others; hear and communicate orally; ability to operate a motor vehicle.

License: Must possess and maintain a valid Class C California Driver's License.

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department when applying if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon a thorough background investigation, drug testing, medical examination, psychological evaluation and fingerprinting in addition to other appropriate requirements of the position. **Note:** Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Rev: 04/03/19

How Employees Apply for Promotional Only **ALL DEPARTMENTS EXCEPT LAW AND FIRE Recruitments**

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

IMPORTANT NOTE:

***To Access and Apply for the Promotional Recruitment on CalOpps.org,
Regular Sutter County employees must first logon through Sutter County's Internet/Intranet***

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

SUTTER COUNTY PERSONNEL RULES & REGULATIONS

Section 12.1--Promotion: A regular employee who is promoted to a position in a class with a higher salary range than the class from which he/she was promoted shall receive the nearest higher biweekly salary that provides the employee with a minimum of five percent (5%) increase in salary in the new salary range as of the date upon which the appointment becomes effective, except when such increase is in conflict with the longevity provisions herein. An employee who is promoted shall have no change in his/her anniversary date, except when such employee:

- (a) Is promoted to step 1 on the new range. However, if such employee would receive his/her merit increase at an earlier date had his/her anniversary date not changed, he/she shall have no change in his/her anniversary date.
- (b) Was at step 5 on the old range and is promoted below step 5 on the new range.
- (c) Was receiving the longevity pay bonus on the old range and is promoted below step 5 on the new range.

In such instances the employee shall receive a new anniversary date. The provisions of Section 13 shall be applicable in determining the eligibility of the employee for step increases within the higher salary range.

Section 12.4--Return to Former Class: Whenever an employee is returned to his/her former class following promotion, the employee shall receive that step of the range which he/she would have received had he/she never left the former class. The employee's anniversary date for step advancement shall not be changed—that is, as it originally was in the former class, and the employee shall be eligible for increases subject to Rules as if such employee never left the former class.

Section 14.2--Probationary Period Upon Promotion (Not applicable to Department Heads):

- A. General, Supervisory, Professional, Confidential and Management Units, Deputy County Counsels and Assistant County Counsel: An employee with permanent status who is promoted to a position in a classification having a higher salary range shall serve a probationary period of twenty-six (26) biweekly pay periods before attaining permanent status in that position.

Section 14.3--Failure to Achieve Permanent Status after Promotion

- A. General, Supervisory, Professional and Confidential Units: If the employee is not recommended for permanent status in that position, he/she shall be entitled to return to the position from which he/she was promoted, provided that he/she held permanent status in that position. The layoff procedure contained in Section 16 shall apply if the position from which the employee was promoted is filled. However, if the employee was not accorded permanent status for any reason other than the inability to perform the duties of the new position, and he/she is not restored to his/her previously held position, he/she shall be afforded the right of appeal in accordance with Section 18 of these rules.

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.

Rev. 03/15/18