

Assistant Chief Probation Officer

1. Plan, organize, direct, control and evaluate Probation Department daily activities in accordance with established laws, regulations, and policies, through subordinate managers or supervisors.
2. Supervises all of the Probation Division Directors, the Administrative Services Manager, and the Deputy Probation Officer III assigned as the Departmental Training Officer.
3. Conducts or oversees all internal investigations, violations of policy/procedure and recommends appropriate action to the Chief Probation Officer.
4. Responsible for disciplinary actions up to and including terminations of employment.
5. Coordinates all personnel issues with Personnel and County Counsel and advises the Chief Probation Officer of final action if it involves matters of discipline, change in policy, or new programs. Hears appeals and grievances.
6. Responds to citizen complaints.
7. Provides administrative oversight of the Departments personnel process. Manages the departments personnel issues.
8. Participates in departmental budget preparation and fiscal control activities. Reviews various developmental phases of the budget, reviews Probation Administration budget expenditures and advises the Chief Probation Officer. (15, 17)
9. Supervises and participates in analytical studies involving organizational and administrative problem, recommends solutions to these problems and improvements in departmental methods and procedures. (15, 17)
10. Prepares statistical and other reports on departmental activities.
11. Assists in the formulation, implementation and enforcement of departmental policies, procedures, and new programs. (15, 17)
12. Assists in the formulation and implementation of departmental strategic plans, goals, objectives and outcome measures. (15, 17)
13. Attends training related to the performance of MAA (20)

Participant Signature (Please sign in blue ink)

Date

Participant Name (Please print)