

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)

Assistant Division Director

1. Coordinate, organize and schedule day-to-day operations of Juvenile Hall which provides a coordinated program for detention, care, safety, education, recreation and health to juveniles in the 24-hour/7-day per week institution;
2. Supervise the Adult and Juvenile Probation staff assigned to a satellite Probation Office;
3. Assist in developing long-range plans, policies, procedures, programs and services;
4. Serve as a management team member to implement policies, procedures and programs;
5. Supervise, train and evaluate subordinate supervisory and clerical staff or staff providing care and detention services for juveniles, food service and housekeeping service;
6. Work with staff to solve the most difficult conduct, attitude or other special problems of juveniles or defendants on probation;
7. Provide consultation and guidance to staff to solve the most difficult casework problems;
8. Assist staff in handling emergencies; coordinate the volunteer and student intern program in the Juvenile Hall or satellite office;
9. Make presentations to schools and community programs and explain programs to the public and media;
10. Conduct training needs assessment, evaluate training resources and programs and coordinate and schedule training;
11. May research, design and present in-house training programs;
12. Confer with the Probation Division Directors and the Chief Probation Officer as needed to remain current on legislation, legal requirements and budget requirements;

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Assistant Division Director – cont'd.

13. Keep abreast of current trends in juvenile behavior, adult and juvenile gangs, cults and groups, philosophy of Probation and incarceration, methods of treatment and available community resources;
14. Prepare correspondence and reports;
15. Attend meetings and conferences;
16. Input, access and analyze data using a computer;
17. May conduct pre-employment background investigations mandated for all Group Supervisor and Deputy Probation Officer positions.
18. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
19. Coordinates Medi-Cal covered health services for a client. (6)
20. Assists individuals and families with aspects of the Medi-Cal application process. (8)
21. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
22. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
23. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
24. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Chief Probation Officer

1. Plans, organizes, directs, manages, coordinates and evaluates programs for the probation department and juvenile hall in accordance with established laws, regulations and policies.
2. Confers with staff on special case situations. (6)
3. Develops, implements and evaluates program objectives and operations assuring that programs meet current County needs. (15, 17)
4. Reviews funding needs, develops the annual budget and controls program activities within budgetary limits. (15, 17)
5. Selects, directs and evaluates subordinate staff.
6. Coordinates policy and program requirements with the Superior Court, the Municipal Court, the County Administrative Officer, the Board of Supervisors and the Juvenile Justice Commission. (15, 17)
7. Develops new programs, obtains grant funding and directs implementation. (15, 17)
8. Coordinates with state and local welfare and criminal justice agencies. (15, 17)
9. Confers, advises and cooperates with community groups, advisory bodies and others concerned with Probation Department programs.
10. Represents the department at state and local meetings and conferences.
11. Prepares and/or reviews and presents a variety of oral and written reports, records and documents.
12. Attends training related to the performance of MAA. (20)

Participant Signature (Please sign in blue ink)

Date

Participants Name (Printed)

Departmental Administrative Analyst

1. Collect, organize and analyze data involved with organizational and functional studies, management information systems and data processing, administrative systems and procedures or preparation of budget proposal.
2. Prepare detailed research reports and recommendations.
3. Provide departmental information to other departments and agencies.
4. Investigates, studies, analyzes and makes reports of operating procedures and administrative problems.
5. Collects, assembles, analyzes and interprets data related to departmental and inter-departmental operations, including application of management information systems and data processing, functions, organizational structure, staffing, forms and procedures and space and physical layout.
6. Prepares organizational and workflow charts.
7. Assists departmental operating heads on management problems, technical problems and procedures.
8. Assist in budget analysis and in assembly and preparation of budget proposals.
9. Assists in establishment of standard management procedures.
10. Provides information and explains policies of department to other departments and agencies.
11. Prepares detailed written, oral and graphic reports in connection with studies.
12. Reviews legislation and literature and prepares briefs.
13. Inputs, accesses and analyzes data using a computer.
14. Gathers any information that may be required in advance of a referral to a Medi-Cal covered health service. (6)
15. Coordinates Medi-Cal covered health services for a client. (6)

Continued on following page

Departmental Administrative Analyst – cont'd.

16. Develops and maintains contracts with various entities, including those related to health and Medi-Cal program services. (12, 13)
17. Develops strategies to increase health system capacity and close health and Medi-Cal services gaps. (15, 17)
18. Collaborates with outside agencies to improve the delivery of health and Medi-Cal services. (15, 17)
19. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Deputy Probation Officer

1. Serves as an information and referral source for offenders. (4)
2. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
3. Serves as an information and referral source for offenders. (4)
4. Assists with access to Medi-Cal covered services to meet identified health needs. (4)
5. Oversees and conducts Medi-Cal outreach, information and referral activities. (4)
6. Oversees and provides information to individuals and families about Medi-Cal covered services to meet identified needs. (4)
7. Inform juveniles, adults and their families of available community resources. (4)
8. Make periodic reports to the court on the progress, development and needs of probationers. (6)
9. Provides consultation and guidance to peers and staff to solve difficult casework problems. (6)
10. work with and secure the cooperation of social, law enforcement, recreational, religious, education and other agencies concerned with rehabilitation. (6)
11. Oversees, makes referrals for and coordinates the delivery of Medi-Cal covered health services. (6)
12. Oversees and follows up with a client to ensure she/he received the necessary Medi-Cal covered health service. (6)
13. Inform the court of violations of probationers and recommend action. (6)
14. Makes referrals for and coordinates the delivery of Medi-Cal covered health services. (6)
15. Follows up with a client to ensure she/he received the necessary Medi-Cal covered health service. (6)
16. Gathers any information that may be required in advance of a referral to a Medi-Cal covered health service. (6)

Deputy Probation Officer

17. Oversees and gathers any information that may be required in advance of a referral to a Medi-Cal covered health service. (6)
18. Obtain information from a variety of sources such as judges, victims, employers, families and friends of detainees, Probation, Parole, and Mental Health. (6)
19. Evaluate information, prepare reports, and make recommendations to the Court concerning bail adjustments and conditions for release. (6)
20. Counsel with juvenile and/or adult offenders and others concerned, according to a rehabilitation plan, with an ultimate goal of successful rehabilitation and discharge from probation. (6)
21. Conducts the most complex and difficult dispositional or pre-sentence investigations of adults and juveniles, prepares evaluations of the offender and the circumstance of the offense, and makes determinate sentencing and other recommendations focusing on protection of the community and rehabilitation and potential behavior modification of the offender. (6)
22. Supervise and counsel adult offenders placed on probation through personal interviews, written reports or by telephone calls. (6)
23. Set up reporting requirements, payment schedules and court ordered counseling. (6)
24. Counsel and guide probationers and assist in solving their emotional and social problems. (6)
25. Assure that offenders comply with the terms and conditions of probation. (6)
26. Conduct dispositional or pre-sentence investigations of adults and juveniles by interviewing offenders, families, victims, witnesses, police officers and others concerned to assess potential for successful probation, progress while on probation or to recommend sentences.(6)
27. In conjunction with direct service providers, writes treatment plans for offenders in the areas of medical, mental health, employment, education and substance abuse. (6)
28. Assesses the effectiveness of treatment plans and keeps direct service providers apprised of progress or problems. (6)

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Deputy Probation Officer

29. Supervise and counsel wards of the juvenile court and juveniles on informal probation. (6)
30. Arrange job placements; contact school officials for progress of juveniles on probation. (6)
31. Provides placement prevention services. (6)
32. Places and monitors wards in out-of-home care. (6)
33. Manages a difficult and complex specialized caseload, domestic violence, electronic surveillance and other probation services. (6)
34. Supervise and counsel wards of the juvenile court and juveniles on informal probation. (6)
35. Arrange job placements; contact school officials for progress of juveniles on probation. (6)
36. Prepare an evaluation of the offender and the circumstances of the offense for the Court, interpret findings and recommend a plan of rehabilitation or sentencing focusing on protection of the community and rehabilitation and potential behavior modification of the offender. (6)
37. Coordinates work with other professionals such as social workers, psychiatrists, therapists, district attorneys, public defenders, educators, medical specialists and others. (6)
38. Oversees and assists individuals and families with aspects of the Medi-Cal application process. (8)
39. Assists individuals and families with aspects of the Medi-Cal application process. (8)
40. Assists in planning and implementing intra-departmental workflow, and policy and procedural changes. (15, 17)
41. Keeps abreast of changes in the laws and regulations and makes appropriate changes to work processes. (15, 17)
42. Evaluates units' systems and operations and recommends and assists in implementing automated systems. (15, 17)
43. Implements new programs, grants or specially funded projects; prepares and updates procedural manuals. (15, 17)

Deputy Probation Officer

- 44. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15, 17)

- 45. Attends training related to the performance of MAA. (20)

Participant Signature (Please sign in blue ink)

Date

Participant Name (Printed)

Deputy Probation Officer I/II

1. Conduct dispositional or pre-sentence investigations of adults and juveniles by interviewing offenders, families, victims, witnesses, police officers and others concerned to assess potential for successful probation, progress while on probation or to recommend sentences.
2. In conjunction with direct service providers, write treatment plans for offenders in the areas of medical, mental health, employment, education and substance abuse. (Medi-Cal related case coordination – 6)
3. Assess the effectiveness of treatment plans and keep direct service providers apprised of progress or problems. (Medi-Cal related case coordination - 6)
4. Serve as an information and referral source for offenders. (Medi-Cal related outreach – 4)
5. Assess children and families for risk factors that could lead to out-of-home placement;.
6. Provide placement prevention services.
7. Place and monitor wards in out-of-home care.
8. Prepare an evaluation of the offender and the circumstances of the offense for the Court, interpret findings and recommend a plan of rehabilitation or sentencing focusing on protection of the community and rehabilitation and potential behavior modification of the offender.
9. Compose and dictate correspondence and complex reports for Court use; use computer to prepare reports and access the computerized case management system.
10. Contact victims to establish restitution and provide victims' rights information.
11. Counsel with juvenile and/or adult offenders and others concerned, according to a rehabilitation plan, with an ultimate goal of successful rehabilitation and discharge from probation.
12. Make arrests and search persons.

Deputy Probation Officer I/II – cont'd

13. Perform drug tests within chain of evidence procedures.
14. May serve as the court officer by appearing in court to represent the department, to present probation reports and to respond to questions concerning probation recommendations.
15. Supervise and counsel wards of the juvenile court and juveniles on informal probation.
16. Arrange job placements; contact school officials for progress of juveniles on probation.
17. Supervise and counsel adult offenders placed on probation through personal interviews, written reports or by telephone calls.
18. Set up reporting requirements, payment schedules and court ordered counseling; counsel and guide probationers and assist in solving their emotional and social problems.
19. Assure that offenders comply with the terms and conditions of probation.
20. Inform juveniles, adults and their families of available community resources. (Medi-Cal related outreach - 4)
21. Make periodic reports to the court on the progress, development and needs of probationers.
22. Make recommendations to dismiss cases when satisfactory adjustments and/or restitution have been completed.
23. Inform the court of violations of probationers and recommend action.
24. Apprehend violators for return to custody; work with and secure the cooperation of social, law enforcement, recreational, religious, education and other agencies concerned with rehabilitation.
25. Arrange for court appearances for client and families.

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Deputy Probation Officer I/II – cont'd

26. Transport individuals when necessary; compose and dictate petitions, case histories and correspondence. (Medi-Cal related transportation – 10)
27. Keep records.
28. Serve as the officer for the day to provide general probation information to the public and professional agencies.
29. May represent the Department at community meetings, committees and task forces.
30. Attend meetings.
31. Input, access and analyze data using a computer; review detention housing files on all adult inmates brought into custody to determine those eligible for the possibility of release and place those files in priority order.
32. Interview detainees in a locked facility covering areas such as residence, ties to the community and employment.
33. Verify information obtained in interviews.
34. Conduct background checks.
35. Gather and review criminal history records.
36. Obtain information from a variety of sources such as judges, victims, employers, families and friends of detainees, Probation, Parole, and Mental Health. (Medi-Cal related case coordination – 6)
37. Act as a liaison with records personnel, judges, court staff and other criminal justice and social service agencies.
38. Evaluate information, prepare reports, and make recommendations to the Court concerning bail adjustments and conditions for release.

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Deputy Probation Officer I/II – cont'd

39. Appear in court as required to provide information and testimony; maintain files and records regarding case disposition.
40. Monitor the status of released persons and investigate the whereabouts of defendants who fail to appear in court.
41. Prepare correspondence and paper work such as agreements to appear, reminder letters, bail enhancement forms.
42. Compile statistics.
43. Answer inquiries from the public, court and detention personnel regarding detainee's status and enter and access computerized information.
44. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
45. Assists with access to Medi-Cal covered services to meet identified health needs. (4)
46. Makes referrals for and coordinates the delivery of Medi-Cal covered health services. (6)
47. Follows up with a client to ensure she/he received the necessary Medi-Cal covered health service. (6)
48. Gathers any information that may be required in advance of a referral to a Medi-Cal covered health service. (6)
49. Assists individuals and families with aspects of the Medi-Cal application process. (8)
50. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
51. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Deputy Probation Officer III

1. Plans, assigns, trains, reviews and evaluates the work of Deputy Probation Officers, paraprofessional and clerical support staff engaged in pre-sentence dispositional investigations, juvenile and adult supervision, juvenile placement, work furlough, electronic surveillance, specialized intensive casework and other probation services.
2. Supervise the Pre-Trial Services Unit.
3. Establishes performance standards, provides models, examples and resource materials for subordinates.
4. Provides consultation and guidance to peers and staff to solve difficult casework problems.
5. Implements new programs, grants or specially funded projects; prepares and updates procedural manuals.
6. Develops procedures and forms.
7. Serves as a member of the Department's supervisory team.
8. May serve as an Assistant Division Director in their absence, as assigned.
9. Reviews and edits complex court investigative reports.
10. Conducts the most complex and difficult dispositional or pre-sentence investigations of adults and juveniles, prepares evaluations of the offender and the circumstance of the offense, and makes determinate sentencing and other recommendations focusing on protection of the community and rehabilitation and potential behavior modification of the offender.
11. In conjunction with direct service providers, writes treatment plans for offenders in the areas of medical, mental health, employment, education and substance abuse.

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Deputy Probation Officer III – cont'd

12. Assesses the effectiveness of treatment plans and keeps direct service providers apprised of progress or problems. (Medi-Cal case coordination – 6)
13. Serves as an information and referral source for offenders. (Medi-Cal related outreach – 4)
14. Assesses children and families for risk factors that could lead to out-of-home placement.
15. Provides placement prevention services.
16. Places and monitors wards in out-of-home care.
17. Composes and dictates complex reports and correspondence for the Courts.
18. Manages a difficult and complex specialized caseload, domestic violence, electronic surveillance and other probation services.
19. Keeps abreast of changes in the laws and regulations and makes appropriate changes to work processes.
20. Assists in planning and implementing intra-departmental workflow, and policy and procedural changes.
21. Coordinates work with other professionals such as social workers, psychiatrists, therapists, district attorneys, public defenders, educators, medical specialists and others. (Medi-Cal related case coordination – 6)
22. Serves as a departmental representative at community meetings, committees and task forces.
23. Explains and interprets department programs and policies to the public.
24. Evaluates units' systems and operations and recommends and assists in implementing automated systems.

Continued on following page

Deputy Probation Officer III – cont'd

25. Attends meetings and conferences.
26. Inputs, accesses and analyzes data using a computer.
27. Oversees and conducts Medi-Cal outreach, information and referral activities. (4)
28. Oversees and provides information to individuals and families about Medi-Cal covered services to meet identified needs. (4)
29. Oversees, makes referrals for and coordinates the delivery of Medi-Cal covered health services. (6)
30. Oversees and follows up with a client to ensure she/he received the necessary Medi-Cal covered health service. (6)
31. Oversees and gathers any information that may be required in advance of a referral to a Medi-Cal covered health service. (6)
32. Oversees and assists individuals and families with aspects of the Medi-Cal application process. (8)
33. Oversees and arranges transportation for, and if client has a physical or mental limitation, accompanies clients to Medi-Cal covered services. (10)
34. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15, 17)
35. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Division Director

1. Plans, assigns, directs, coordinates and evaluates the work of a functional or geographic division of the Probation Department;
2. Develops, implements and evaluates program objectives and operational goals;
3. Serves as a management team member to develop and implement departmental policies, procedures and programs;
4. Prepares division requests for the annual budget and monitors major expenditures;
5. Keeps abreast of legislative changes, case laws, and new statutes, and formulates policies, procedures and systems required to implement mandated changes;
6. Coordinates division programs and operations with other divisions, County agencies and community groups;
7. Plans, directs, supervises, trains and evaluates the work of subordinate supervisory, professional and clerical support staff;
8. Assures that facilities occupied are secure, maintained and properly repaired;
9. Oversees the implementation of new programs;
10. Oversees the review and edit of complex court investigative reports;
11. Sets performance standards;
12. Provides consultation and guidance to staff to solve the most difficult casework problems;
13. Coordinates and conducts pre-employment background investigations mandated for all Group Supervisor and Deputy Probation Officer positions;

Continued on following page

Division Director – cont'd.

14. Resolves difficult personnel and discipline problems;
15. May be required to deal with hostile or combative clients;
16. Serves as the departmental representative to the courts, State and community groups and associations;
17. Conducts, facilitates and attends meetings and conferences;
18. Evaluates division operations, and develops and recommends improvements and implements changes;
19. Prepares and/or reviews reports and correspondence;
20. Performs complex and difficult special assignments and projects;
21. Inputs, accesses and analyzes data using a computer.
22. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
23. Coordinates Medi-Cal covered health services for a client. (6)
24. Assists individuals and families with aspects of the Medi-Cal application process. (8)
25. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
26. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)

Continued on following page

Division Director – cont'd.

27. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Group Supervisor

1. Maintain good discipline and instruct detainees and/or youth participating in a community-based detention alternative program in acceptable behavior.
2. Take proper action for non-cooperating detainees and/or youth participating in a community-based detention alternative program.
3. Maintain visual surveillance and employ prescribed security measures;
4. Conduct individual, group and family counseling and discussions.
5. Assist detainees and/or youth participating in a community-based detention alternative program to gain insight into themselves and their relationships to family, peers and adults.
6. Maintain necessary logs and reports.
7. Admit and release detainees upon proper authority.
8. Contact parents, probation officers, police and other individuals as required.
9. Explain the purposes and procedures of the hall , facility or community-based detention alternative program.
10. May supervise volunteers and student interns.
11. Remain alert for potential problems and take measures to reduce tensions and avoid possible violence.
12. Attend and assist with unit meetings.
13. Participate and assist in group, individual, and community-based detention alternative program in-service training programs.
14. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
15. Coordinates Medi-Cal covered health services for a client. (6)

Group Supervisor

16. Plan, organize and supervise a program of work, study, athletics and recreation for a group of delinquent or emotionally disturbed detainees and/or youth participating in a community-based detention alternative program, including activities such as housekeeping chores, clothing issue, personal hygiene, meals, arts and crafts and sports. (6)
17. Observe and record information on detainees and/or youth participating in a community-based detention alternative program behavior, attitude, appearance, interests and skills. (6)
18. May help in diagnosis and assist the probation officer with development of a treatment plan for detainees and/or youth participating in a community-based detention alternate program. (6)
19. Assists individuals and families with aspects of the Medi-Cal application process. (8)
20. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)

Group Supervisor I/II

1. Plan, organize and supervise a program of work, study, athletics and recreation for a group of delinquent or emotionally disturbed detainees and/or youth participating in a community based detention alternative program, including activities such as housekeeping chores, clothing issue, personal hygiene, meals, arts and crafts and sports;
2. Maintain good discipline and instruct detainees and/or youth participating in a community based detention alternative program in acceptable behavior;
3. Take proper action for non-cooperating detainees and/or youth participating in a community based detention alternative program;
4. Maintain visual surveillance and employ prescribed security measures;
5. Conduct individual, group and family counseling and discussions;
6. Assist detainees and/or youth participating in a community based detention alternative program to gain insight into themselves and their relationships to family, peers and adults;
7. Observe and record information on detainees and/or youth participating in a community based detention alternative program behavior, attitude, appearance, interests and skills;
8. Maintain necessary logs and reports;
9. May help in diagnosis and assist the probation officer with development of a treatment plan for detainees and/or youth participating in a community based detention alternate program;
10. Admit and release detainees upon proper authority;
11. Contact parents, probation officers, police and other individuals as required;
12. Supervise visiting;

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Group Supervisor I/II – cont'd.

13. Explain the purposes and procedures of the hall , facility or community based detention alternative program;
14. May supervise volunteers and student interns;
15. Remain alert for potential problems and take measures to reduce tensions and avoid possible violence;
16. Attend and assist with unit meetings;
17. Participate and assist in group, individual, and community based detention alternative program in-service training programs; transportation of youth from home to the community detention alternative program and home again, provide relief for other classifications as required.
18. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
19. Coordinates Medi-Cal covered health services for a client. (6)
20. Assists individuals and families with aspects of the Medi-Cal application process. (8)
21. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
22. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Probation Aide

1. Assist in a wide variety of probation activities involving field and administrative work.
2. Learn the technique of investigating the social, environmental and psychological factors of juvenile and adult crime.
3. Supervise a limited caseload of probationers.
4. Counsel and guide juveniles on home supervision while enforcing the terms and conditions of home supervision.
5. Supervise and counsel juveniles on informal probation.
6. Make routine investigation of probationers' background including family history, education and employment.
7. Discuss failure to meet probation requirements with clients.
8. Monitor the truancy program and appear in court regarding truancy issues.
9. Ascertain problems and take appropriate action to prevent potential delinquencies.
10. Recommend counseling programs for probationers. (Medi-Cal related outreach – 4)
11. Conduct initial interviews, set up monthly reporting, payment schedules and court ordered counseling for multiple offenders of driving under the influence (DUI).
12. Monitor compliance with terms and conditions of probation or diversion for clients on probation for DUI and clients placed on the drug diversion program.
13. Prepare routine violation or noncompliance reports.
14. Assist in managing a caseload of drug offenders on probation.
15. Collect and store urine samples, tests urine using a drug analysis machine, and record results.

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Probation Aide - cont'd

16. Transport wards of the court and probationers to various locations. (Medi-Cal related transportation – 10)
17. Prepare and maintain case records, report statistical data.
18. Provide information to other County agencies.
19. Appear in court, as required; may supervise and train volunteers.
20. Attend meetings.
21. Input, access and analyze data using a computer.
22. Provide relief for other classifications as required.
23. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
24. Assists with access to Medi-Cal covered services to meet identified health needs. (4)
25. Makes referrals for and coordinates the delivery of Medi-Cal covered health services. (6)
26. Follows up with a client to ensure she/he received the necessary Medi-Cal covered health service. (6)
27. Gathers any information that may be required in advance of a referral to a Medi-Cal covered health service. (6)
28. Assists individuals and families with aspects of the Medi-Cal application process. (8)
29. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
37. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Senior Departmental Administrative Analyst

1. Plan, organize, analyze, direct and coordinate departmental administrative services including budget preparation and administration.
2. Plan, organize, analyze, direct and coordinate departmental programs.
3. Plans, organizes, analyzes, directs and coordinates departmental budgetary and fiscal control programs including budget preparation, coordination and control.
4. Conducts studies and prepares reports on departmental and inter-departmental operations including procedures, information systems, staffing, facilities and space, and organizational structure.
5. Prepares and administers grants and contracts including the financial and program components, as assigned. (Medi-Cal related contract administration -12, 13)
6. Conducts needs assessments and assists department administration to prepare long range program plans. (Medi-Cal related program planning – 15,17)
7. Selects, trains and evaluates subordinate staff.
8. Monitors revenue generation, then plans and coordinates the development of new or additional sources of revenue.
9. Identifies management information requirements, then recommends computerized systems as appropriate.
10. Researches legislation and prepares reports and recommendations.
11. Plans, organizes, analyzes, directs and coordinates departmental programs on an ongoing basis or for complex special projects.
12. Attends and/or conducts meetings and conferences.
13. Prepares detailed written, oral and graphic reports.
14. Gathers any information that may be required in advance of a referral to a Medi-Cal covered health service. (6)
15. Coordinates Medi-Cal covered health services for a client. (6)

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Senior Departmental Administrative Analyst – cont'd.

16. Develops and maintains contracts with various entities, including those related to health and Medi-Cal program services. (12, 13)
17. Develops strategies to increase health system capacity and close health and Medi-Cal services gaps. (15, 17)
18. Collaborates with outside agencies to improve the delivery of health and Medi-Cal services. (15, 17)
19. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date