

## **DEPUTY PROBATION DIRECTOR (GROUP C)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a management level position in a Group C probation department, serving a jurisdiction having a population of greater than 300,000 and no more than 399,999. The incumbent assists a Probation Director (Group C) in the administration of the department primarily by supervising and managing the work of Probation Supervisor I's. The incumbent also assists the Probation Director (Group C) in the planning, organization, direction, and coordination of the department. He/she may also directly oversee the activities of a division within the probation department. The work is performed under the general supervision of a Probation Director (Group C) with extensive leeway allowed to exercise independent judgment in carrying out the details of the work. A Deputy Probation Director (Group C) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Probation Director (Group C) in planning, organizing, and supervising the activities of the department including planning, assigning and supervising the work of subordinate staff;

Assists in developing and administering a departmental budget by approving certain expenditures, reviewing personnel and non-personnel needs/costs, and recommending requests for appropriations;

Assists in developing and administering an agency personnel program, including staff selection, evaluation, discipline and labor relations;

Assists in developing and implementing administrative processes, policies, and procedures for intake, investigation, report preparation, case management, probation supervision and declaration of delinquency;

Assists in conducting or conducts staff meetings to discuss program goals, objectives, and performance and plan more effective and efficient operations;

Assists with public relations responsibilities of the department including meeting with various community groups regarding the agency's activities, disseminating information and maintaining effective relationships with community groups and resources;

Plans and supervises staff training and development;

Maintains systems for recordkeeping that ensures the accuracy, availability, and security of client financial information;

Confers with the Probation Supervisor regarding the delivery of probation services;

Oversees the maintenance of case records and financial obligation records and establishes appropriate related policies;

Confers and/or meets with judges, court personnel, attorneys, other law enforcement, educational, and social agencies and other entities involved with probation activities to help ensure cooperative working relationships;

Researches grants, as needed;

Acts for the place of the Probation Director (Group C) in his/her absence;

May coordinate with County leadership to respond to media inquiries regarding probation department activities;

May use a firearm in performing duties and exercising authority pursuant to departmental policy.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and techniques of investigation, interviewing, case recording and report preparation as they apply to probation activities; thorough knowledge of the laws and rules pertaining to probation work and the functions and procedures of family and criminal courts;

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Thorough knowledge of the principles underlying human behavior, growth and development; thorough knowledge of current trends and developments in the fields of probation and community corrections; thorough knowledge of methods of differential supervision including the application of cognitive behavioral interventions and motivational techniques; thorough knowledge of effective assessment, case planning and management; thorough knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents; thorough knowledge of juvenile and adult risk and needs assessment instruments; thorough knowledge of the specific rules and procedures related to the department; thorough knowledge of management principles and practices; good knowledge of community resources; good knowledge of employment, training and treatment options available to probationers; working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPPA) regulations and policies relating to confidentiality of case record information; working knowledge of local government budget process; working knowledge of grant funding and resources available for researching grants; ability to apply management techniques and plan, organize and direct the operations of the department; ability to plan and supervise the work of others; ability to research grants; ability to establish and maintain cooperative relations with others; ability to understand and interpret complex technical written information including statutes, regulations, and operational procedures; ability to communicate effectively, both orally and in writing; ability to use a firearm safely and effectively if so authorized.

**MINIMUM QUALIFICATIONS:** (For appointment to positions in the non-competitive class or when filled by open competitive appointment): A Bachelor's degree or higher which included or was supplemented by thirty (30) credit hours in the social or behavioral sciences\*\* and one (1) year of experience as a Probation Director (Group B), or two (2) years of experience as a Probation Director (Group A), Deputy Probation Director (Group B), Probation Supervisor II or equivalent experience in a probation agency.

**NOTES:**

1. Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or comparable curriculum may be substituted for one (1) year of the required experience.
2. The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.
3. One position of Deputy Probation Director (Group C) shall be allocated to the non-competitive class as provided for by Executive Law Section 257 (6) (a) in a non-NYC county with a population of more than three hundred thousand. All other positions of Deputy Probation Director (Group C) are found in the competitive class pursuant to Executive Law Section 257 (1).

**SPECIAL REQUIREMENTS:**

1. Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30 (3).
2. Possession of a valid driver's license or the ability to otherwise meet the transportation requirements of the position.

\*\*Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology, and sociology.

\*\*Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare, and vocational rehabilitation.