

RESOLUTION NO. 2018- 8331

**ADOPT RESOLUTION TO AMEND JOB CLASSIFICATIONS FOR
DEPUTY PROBATION OFFICER I, PROBATION DEPARTMENT #20400**

WHEREAS, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, during the fiscal year needs may arise to amend the Classification Plan; and

WHEREAS, the Human Resources Director has amended the allocated job classification for the Deputy Probation Officer I, range 1745; and

WHEREAS, the Human Resources Director has met and conferred with the Probation Unit regarding the amended job classification and the Unit has no objections to approve adding the amended job classification for the Deputy Probation Officer.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Approve the Deputy Probation Officer I job classification, range - 1745

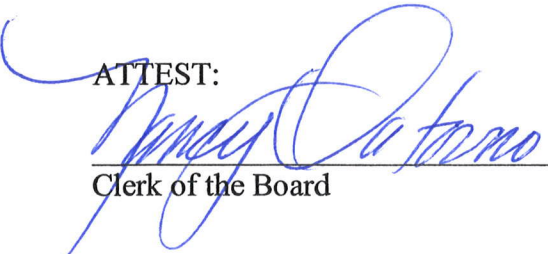
The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 1st day of May, 2018 by the following vote:

AYES: Supervisors SIMPSON, THRALL, SANCHEZ, ENGEL

NOES: Supervisors NONE

ABSENT: Supervisors GOSS

ATTEST:


Clerk of the Board


Chairperson, Board of Supervisors

Exhibit A

In our research of job descriptions for Deputy Probation Officer we reviewed 21 counties. We found 14 counties that either did not require a degree for the position or allowed for a substitution of either experience or a combination of education and appropriate experience as shown below:

COUNTY	REQUIRED EDUCATION	SUBSTITUTION
Alameda Trainee: \$29.50/hr DPO: \$35.79/hr - \$43.71/hr	Trainee: Possession of a Bachelor's degree from an accredited college or university, preferably with specialization in one of the social sciences. DPO: Possession of a Bachelor's degree from an accredited college or university.	Trainee: Some acceptable combination of education and appropriate experience. DPO: No substitution for education.
Del Norte \$17.77/hr - \$21.60/hr	No degree required.	Bachelor's degree in behavioral science, criminal justice or a related field is preferred.
Humboldt \$18.54/hr - \$23.79/hr	Must be a high school graduate, have passed the GED Test or have attained a two-year or four-year degree from an accredited college or university.	Desirable education: equivalent to graduation from a four-year college or university with major coursework in psychology, sociology, a behavioral science or a closely related field.
Mariposa \$22.06/hr - \$26.82/hr	High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in sociology, criminology, corrections, social services, psychology or closely related field.	Relevant work experience may be substituted on a year-for-year basis for the education.
Mendocino \$19.20/hr - \$23.34/hr	Associate degree from an accredited college or university in Criminal Justice, Behavioral Science, or a related field.	A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of two (2) years of experience for each year of education requirement.
Modoc \$23.22/hr - \$29.63/hr	Equivalent to graduation from a four-year college or university with major course work in criminal justice, psychology, sociology or a closely related field.	Experience in a field related to the work may be substituted for the education on a year-for-year basis to a maximum of two (2) years.
Placer DPO - Institution: \$24.16/hr - \$29.36/hr DPO - Field: \$27.07/hr - \$32.91/hr	DPO - Institution: An Associate of Arts degree or equivalent (completion of 60 units at an accredited college, with at least 9 units in the behavioral sciences). DPO - Field: Equivalent to Bachelor's degree from an accredited four-year college or university with major course work in corrections, criminal justice, or a	DPO - Institution: Experience as a group or youth counselor, or other paid, full-time experience in related juvenile work may be substituted on a year-for-year basis for the required education. DPO - Field: Any combination of experience and training that would provide the required knowledge and

	closely related field.	abilities is qualifying.
San Benito \$26.09/hr - \$33.27/hr	No degree required.	Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be: <ul style="list-style-type: none"> One year of experience in the County of San Benito performing the duties of a Deputy Probation Officer (Entry) OR <ul style="list-style-type: none"> Two years of experience performing professional probation or parole work. (Successful completion of the requirements for a Baccalaureate Degree in social welfare, psychology, sociology, criminology, or a closely related field from an accredited college or university may be substituted for one year of the required experience.)
Shasta \$19.25/hr - \$24.57/hr	No degree required.	Any combination of education and experience sufficient to directly demonstrate possession and application of the following: <p>Knowledge of: The theory and concepts of basic casework practices, the principles of applied psychology, basic interviewing techniques, and proficient writing techniques.</p> <p>Ability to: Learn the principles and practices of modern adult and juvenile probation work; learn court procedures relating to probation; learn State laws and County ordinances affecting adult and juvenile probation; learn to effectively manage a caseload; have tolerance and show good judgment and act accordingly in a professional environment; speak and write effectively; learn to prepare comprehensive reports and maintain accurate records; establish and maintain cooperative working relationships with those contacted in the course of work.</p> <p>These employment standards are typically attained with graduation from an accredited college or university with major course work in behavioral science, social science, criminology, or a related</p>

		field.
Solano \$26.20/hr	A Bachelor's degree from an accredited college or university.	While a degree in a specific field is not required, the possession of a Bachelor's degree or higher in one of the following fields is desired and may be a factor considered during the rating and/or selection process: criminal justice, social work, psychology, sociology or a closely related field.
Sonoma \$26.04/hr - \$31.66/hr	Possession of a Bachelor's degree in sociology, psychology, counseling, social work, criminology, administration of justice, or a closely related field.	Any combination of education, training and experience which would likely provide the required knowledge and abilities. Significant academic course work or formal training in sociology, behavioral and social psychology, social casework, social welfare, counseling and guidance, or a closely related field, AND two years of full-time experience in a position equivalent, or closely related, to Correctional Officer, Social Worker, Substance Abuse Treatment Provider, Deputy Sheriff, Juvenile Correctional Counselor, or Probation Assistant with the County of Sonoma.
Sutter \$22.95/hr – \$33.05/hr	Equivalent to the completion of core course work from an accredited college or university in Criminal Justice, Behavioral Science, or related field.	Any combination of education and experience that provides equivalent knowledge, skills, and abilities.
Trinity \$17.57/hr	No degree required	Possession of a Bachelor's degree in sociology, psychology, behavioral sciences, or a closely related field is desirable.
Ventura \$23.30/hr - \$35.07/hr	A) Bachelor's degree, preferably with a major in behavioral science, social science, psychology, sociology, criminology or a related field from an accredited college/university; OR B) An Associate's degree from an accredited college/university OR 60 semester units of academic coursework PLUS 2 years of experience in custodial care, probation, parole, treatment counseling, correctional, patrol, and/or a criminal investigative field	Any combination of education, experience and/or training which would indicate possession of the requisite knowledge, skills and abilities (KSAs). Related experience may be substituted for the required education on a year-for-year basis up to a maximum of four (4) years.
Butte	Bachelor's degree in criminology, social or behavioral sciences, or related field.	No substitution
Lassen	Bachelor's degree from an accredited college or university with major course	No substitution

	work in criminology, social or behavioral sciences, or related field.	
Los Angeles	Graduation from an accredited 4-year college or university.	No substitution
Nevada	Bachelor's degree from an accredited college or university in criminology or one of the behavioral or social sciences or a related field.	No substitution
San Diego	Bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency.	No substitution
Tehama	Equivalent to the completion of twelfth (12 th) grade and graduation from an accredited four-year college or university with a Bachelor's degree in behavioral or social sciences, or a closely related liberal arts field of study.	No substitution
Yuba	Bachelor's degree	No substitution

DEPUTY PROBATION OFFICER I

DEFINITION

Under general supervision, to investigate, assess and manage cases involving adult or juvenile offenders; to supervise a caseload of assigned probationers and monitor compliance with Probation conditions of adult or juvenile offenders through supervision, guidance and accountability; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry/training level class for the Probation Officer class series. Incumbents work under relatively close supervision, performing the most basic assignments. As experience is gained, incumbents perform more independent duties in Intake, Supervision, and Placement Programs. When the requisite experience and certification has been gained, an incumbent may expect promotion to the Deputy Probation Officer II level.

REPORTS TO

Supervising Probation Officer, Chief Probation Officer

CLASSIFICATIONS SUPERVISED

None

DEPUTY PROBATION OFFICER I - 2

EXAMPLES OF DUTIES

- Receives adult and juvenile cases assigned by supervisor.
- Conducts an inquiry into the nature of the reported offense or conduct of the client and the circumstances surrounding it.
- Interviews clients regarding the charges against them and develops family history and background information.
- Interviews client's families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Talks to the referring law enforcement officer about the case.
- Prepares and submits a court report outlining pertinent information and recommending a course of action.
- Presents the report in court and answers the judge's questions concerning the case.
- May transport juveniles to/from court.
- Reviews the case files.
- Develop a plan for making regular contacts with the probationer and provide counsel, guidance, and support.
- Arranges for restitution payments to be made.
- Checks with others who are aware of probationer's activities.
- Monitors behavior to determine compliance with conditions of probation.
- Records contacts in the field book/case file.
- Reviews progress in the case with supervisor.
- Juvenile P.O. shall serve as on-call officer for juvenile problems during non-business hours.
- Adult P.O. may be asked to fulfill this duty as backup for juvenile division.
- Serves as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Does crisis intervention as required.
- Conducts search and seizure of person, property and vehicles.
- May advise clients of available community resources.
- May be assigned to supervise Intensive Drug cases.
- Cooperates with State and local welfare, mental health, and law enforcement agencies in cases of mutual interest.
- Attend training programs yearly.
- Respond to citizen complaints and information requests.

DEPUTY PROBATION OFFICER I - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 50 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and in the field environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Federal and State laws relating to probation work.
- Modern probation casework. Objectives, principles, and methods including individual and group behavior.
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Proficient writing techniques.

Ability to

- Learn the principles of adult and juvenile probation work and of related court procedures.
- Learn the provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Learn arrest, search and seizure procedures.
- Operate various equipment, such as typewriter and computer keyboard.
- Make oral presentations and training before groups.
- Recognize health and behavior problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds
- Effectively represent the Probation Department in contacts with the public and other County and law enforcement agencies.
- Exercise sound independent judgment within general policy and guidelines.
- Prepare, review, and analyze data.

DEPUTY PROBATION OFFICER I - 4

Training and Experience:

Some previous work experience in a probation related field is highly desirable.

Graduation from college with a Bachelor's degree in criminology, sociology, psychology, social work or closely related field.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

Ability to qualify for certification to meet California Penal Code Section 832 requirements regarding arrest, search, and seizure within one year of employment.

Ability to successfully complete 200 hours of instruction in the Basic Probation Course as certified by the Board of Corrections Certificate for Deputy Probation Officer Core Training within one year of employment. Evidence of continued compliance with annual training requirements.

Possession of CPR /First Aid Certificate.

Ability to qualify for training and background which will meet the requirements of California Government Code Sections 1029 and 1031. Individuals with a felony conviction may not apply for positions as peace officers.

Exhibit C

PLUMAS COUNTY

REVISED: 3/2018

DEPUTY PROBATION OFFICER I

DEFINITION

Under general supervision, to investigate, assess and manage cases involving adult or juvenile offenders; to supervise a caseload of assigned probationers and monitor compliance with Probation conditions of adult or juvenile offenders through supervision, guidance and accountability; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry/training level class for the Probation Officer class series. Incumbents work under relatively close supervision, performing the most basic assignments. As experience is gained, incumbents perform more independent duties in Intake, Supervision, and Placement Programs.

REPORTS TO

Supervising Probation Officer, Chief Probation Officer

CLASSIFICATIONS SUPERVISED

None

DEPUTY PROBATION OFFICER I - 2

EXAMPLES OF DUTIES

- Receives adult and juvenile cases assigned by supervisor.
- Conducts an inquiry into the nature of the reported offense or conduct of the client and the circumstances surrounding it.
- Interviews clients regarding the charges against them and develops family history and background information.
- Interviews client's families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Talks to the referring law enforcement officer about the case.
- Prepares and submits a court report outlining pertinent information and recommending a course of action.
- Presents the report in court and answers the judge's questions concerning the case.
- May transport juveniles to/from court.
- Reviews the case files.
- Develop a plan for making regular contacts with the probationer and provide counsel, guidance, and support.
- Arranges for restitution payments to be made.
- Checks with others who are aware of probationer's activities.
- Monitors behavior to determine compliance with conditions of probation.
- Records contacts in the field book/case file.
- Reviews progress in the case with supervisor.
- Juvenile P.O. shall serve as on-call officer for juvenile problems during non-business hours.
- Adult P.O. may be asked to fulfill this duty as backup for juvenile division.
- Serves as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Does crisis intervention as required.
- Conducts search and seizure of person, property and vehicles.
- May advise clients of available community resources.
- May be assigned to supervise Intensive Drug cases.
- Cooperates with State and local welfare, mental health, and law enforcement agencies in cases of mutual interest.
- Attend training programs yearly.
- Respond to citizen complaints and information requests.

DEPUTY PROBATION OFFICER I - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 50 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and in the field environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Federal and State laws relating to probation work.
- Modern probation casework. Objectives, principles, and methods including individual and group behavior.
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Proficient writing techniques.

Ability to

- Learn the principles of adult and juvenile probation work and of related court procedures.
- Learn the provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Learn arrest, search and seizure procedures.
- Operate various office equipment including computer
- Make oral presentations and training before groups.
- Recognize health and behavior problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds
- Effectively represent the Probation Department in contacts with the public and other County and law enforcement agencies.
- Exercise sound independent judgment within general policy and guidelines.
- Prepare, review, and analyze data.

DEPUTY PROBATION OFFICER I - 4

Training and Experience:

Qualifications needed for this position:

Graduation from college with a Bachelor's degree in criminology, sociology, psychology, social work or closely related field. Some previous work experience in a probation related field is highly desirable.

OR

An Associate degree from an accredited college or university in criminal justice, behavioral science, or a related field, and two (2) years of related experience, including two (2) years as a Probation Assistant in the Plumas County Probation Department.

Substitution: A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of one (1) year of experience for each year of education requirement.

Licenses and Certifications:

- Penal Code 832 requirements regarding arrest, search, and seizure within one year of employment.
- Ability to successfully complete 200 hours of instruction in the Basic Probation Course as certified by the Board of Corrections Certificate for Deputy Probation Officer Core Training within one year of employment. Evidence of continued compliance with annual training requirements.
- Possession of CPR /First Aid Certificate
- Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.
- Ability to qualify for training and background which will meet the requirements of California Government Code Sections 1029 and 1031. Individuals with a felony conviction may not apply for positions as peace officers.
- Must be able to meet physical and psychological standards and pass a detailed background investigation.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.