

Solano County

*675 Texas Street
Fairfield, California 94533
www.solanocounty.com*



Agenda - Final

Wednesday, May 11, 2016

6:30 PM

Solano County Board of Supervisors Chambers

Civil Service Commission

SOLANO COUNTY CIVIL SERVICE COMMISSION

*Regular Meeting
May 11, 2016
Wednesday - 6:30 p.m.
Board of Supervisors Chambers*

TO THE PUBLIC

In compliance with the Americans with Disabilities Act (ADA of 1990), the County will provide accommodations for persons with disabilities who attend public meetings. If you have the need for an accommodation such as interpreters or materials in alternative format, please contact Antoinette Rasmussen at 707-784-6180.

If you wish to address the Commission on a matter not listed on the Agenda, you may do so under Items from the Public. The subject matter must be within the jurisdiction of the Commission.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the Recording Secretary of the Commission before the Commission considers the specific item. Cards are available on the podium in the Board Chambers.

Please limit your comments to five minutes.

For items not listed on the Agenda, please see Item #3, Items from the Public.

1. Call to Order/Roll Call
2. Pledge Of Allegiance
3. Items from the Public

This is your opportunity to address the Commission on a matter not heard on the Agenda, but it must be within the subject matter jurisdiction of the Commission. Please submit a Speaker Card before the first speaker is called and limit your comments to five minutes. Items from the public will be taken under consideration without discussion by the Commission and may be referred to staff.

4. Approval of Minutes of the Commission

[CSC 16-0017](#) Minutes 4-13-16

Attachments: [4-13-16.pdf](#)

5. Communications
6. Information Items (No Action Required by Commissioners)
7. Additions to, or deletions from, the Agenda
8. Approval of the Agenda

SCHEDULED CALENDAR

(All items under Scheduled Calendar require Commission Action)

[CSC 16-0016](#) Request to Establish the Class of Animal Control Officer (Senior), and Revise the Class Specification of Animal Control Officer

Attachments: [Animal Control Officer Redlined](#)
[Animal Control Officer Final](#)
[Animal Control Officer Senior](#)

[CSC 16-0018](#) Request to Revise the Deputy Probation Officer Entry, Deputy Probation Officer, Deputy Probation Officer Senior, and Deputy Probation Officer Supervising Class Specifications

Attachments: [Deputy Probation Officer Entry Add-Delete](#)
[Deputy Probation Officer Entry Final](#)
[Deputy Probation Officer Add-Delete](#)
[Deputy Probation Officer Final](#)
[Deputy Probation Officer Senior Add-Delete](#)
[Deputy Probation Officer Senior Final](#)
[Deputy Probation Officer Supervising Add-Delete](#)
[Deputy Probation Officer Supervising Final](#)

[CSC 16-0019](#) Civil Service Jurisdiction for Appeals on Minimum Qualifications of Applicants; definitions of “required”, “preferred” and “typical”

Attachments: [CSC Item 14-0030](#)

MISCELLANEOUS ITEMS

9. Commission/Staff Comments

Adjourn

To the Civil Service Commission meeting of June 8, 2016 at 6:30 P.M., Board Chambers, 675 Texas Street, Fairfield, CA



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:
Type: CSC-Document
File #: CSC 16-0017
Agenda date: 5/11/2016
Title: Minutes 4-13-16

Status: Agenda Ready
Department: Civil Service Commission
Contact: Marc Fox, 784-2552
Final action:

Governing body: Civil Service Commission

District:

Attachments: [4-13-16.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**MINUTES OF THE SOLANO COUNTY
CIVIL SERVICE COMMISSION**

Regular Meeting
Wednesday, April 13, 2016
Board of Supervisors Chambers
County Administration Center
Fairfield, CA 94533

1. Call to Order/Roll Call

Commissioner Neal called the meeting to order at 6:30 p.m. Roll was called, and the following Commissioners were present: Commissioner Neal, Commissioner Booe, Commissioner Riley, Commissioner Burton and Commissioner Petullo. Commission Staff present were Marc Fox, Director of Human Resources and Commission Secretary; Dennis Bunting, County Counsel; and Antoinette Rasmussen, Recording Secretary.

2. Pledge of Allegiance

3. Items from the Public

Nadeen Roach expressed to the Commission that she would like an understanding on disqualification of appeals. Ms. Roach stated that two employees have come to her with issues. Ms. Roach stated that one of the employees has applied for a job four times and has asked for a meeting. Ms. Roach stated that it took 2 months for this employee to get a meeting. Ms. Roach stated that the County has 300 vacancies and that there should be a better process. Ms. Roach asked the Commission to look into how many appeals are received and how many are overturned. Ms. Roach stated that the use of the words required, typically and preferred are an issue.

Commissioner Riley requested that this topic be agendaized, Commissioner Booe agreed.

Commissioner Neal asked Mr. Fox if he could explain. Mr. Fox responded that when a person is denied they are given the reason for the denial. Additionally, the Human Resources Analyst who reviews the appeal is different from the analyst who made the original determination.

Commissioner Petullo asked for clarity on the words used. Commissioner Booe stated she would also like clarity.

Commissioner Neal asked Ms. Roach to give Mr. Fox any specifics she may have for the next meeting.

4. Approval of Minutes of the Commission

Commissioner Booe stated that the minutes show that she called the meeting to order when in fact Commissioner Neal called the meeting to order.

A motion to approve the minutes as amended of the March 9, 2016 regular meeting was made by Commissioner Riley with a second by Commissioner Booe. The motion to approve carried 5/0.

5. Communications

There were no communication items.

6. Information Items (No Action Required by Commission)

Jeannine Seher, Assistant Director of Human Resources showed the Commission two videos. Both videos were made to help recruit employees to the County. The first video shown highlighted Solano County and the second video focused on Social Worker III's. There is a link to these videos on the Solano County website.

7. Additions to, or deletions from, the Agenda

There were no additions to or deletions from the Agenda.

8. Approval of the Agenda

A motion was made to approve the agenda by Commissioner Riley with a second by Commissioner Burton. The motion carried 5/0.

SCHEDULED CALENDAR

CSC 16-00015: Receive information from the Director of Human Resources regarding labor relations, Commission hearing exhibits and progressive discipline and provide direction to the Director of Human Resources.

Mr. Fox stated that he met with Commissioner Neal to receive requests from the Commission to review labor relations, Commission hearing exhibits and progressive discipline.

Mr. Fox stated that the Civil Service Commission has a well-defined scope in the County Code. The scope of the Commission is the recruitment and selection of employees that are within the Civil Service system, the content of those classifications, appeals, and discipline of employees. Additionally, under to the Employer Employee Rules and Regulations, the Civil Service Commission has a role in the establishment of and modifications to a bargaining unit. All matters related to pay, benefits, wages, hours and other terms and conditions of employment are held by the Board of Supervisors.

Mr. Fox stated that the Commission has had two external hearing officers that were tasked with providing the Commission with a report. In advance of the meeting, the Commission was provided a copy of the report. Within those reports the hearing officers would reference exhibits; those exhibits were not made known to the Commission that they were available. Mr. Fox committed to providing copies of the exhibits referenced in the reports. Additionally, the entirety of the exhibits will be available for the Commission to review.

Commissioner Booe asked Mr. Fox if he and Commissioner Neal had discussed progressive discipline. Mr. Fox responded that both hearings were to determine if the employee was released from probation on the basis of discrimination. During the second hearing, Mr. Fox stated that he relayed to the County's advocate that the Commission had asked questions about discipline and whether or not the person was given fair opportunity to succeed. In this case Kimberly Glover,

Deputy County Counsel, did provide that information to the hearing officer. It was found that this information was secondary to and not foundational to the question of discrimination.

Mr. Fox stated that in terms of progressive discipline, an employee undergoing a probationary period can be released with or without cause and with or without notice. In both cases, the employees were part of SEIU 1021. The memorandum of understanding between SEIU 1021 and the County states that employees released from probation may appeal on the basis of discrimination. Most collective bargaining agreements state that the probationary period is 13 full pay periods. In the progressive discipline training materials provided to County staff it states that discipline is an opportunity to retrain a person, not to punish them. The probationary period is an extension of testing.

Commissioner Burton asked if management staff is required to go through harassment training. Mr. Fox responded that every 2 years, per AB1825, this training is mandatory. Commissioner Burton asked if all employees are required to take harassment training. Mr. Fox responded yes, non-supervising employees are required to take harassment training every 3 years.

Commissioner Booe asked if there is a tracking system for the amount of complaints made on supervisors. Mr. Fox responded that there are multiple avenues that an employee can make a complaint. Employees, contractors, and volunteers can make their complaints internally, through the Department of Fair Employment Housing, or through the Equal Employment Opportunity Commission. To file a complaint internally, employees can come to the Civil Service Commission directly, go to their department EEO representative, file with their supervisor or someone within their chain of supervision, and they can file with the County's EEO officer. The County's harassment avoidance policy is reviewed every March. If the supervisor finds something from the report, then the remedy is up to the department director. The harassment avoidance policy states that complaints made about elected officials are handled by County Counsel.

Commissioner Riley asked Mr. Fox if he will be providing any exhibits in the future. Mr. Fox responded that he will tell the Commission that the exhibits are available in their entirety in advance of the meeting and, if in the hearing officer's report an exhibit is referenced, then a copy of that exhibit will be provided to the Commission. Commissioner Riley stated that which exhibits are provided to the Commission is subjective. Commissioner Neal stated that that is why a hearing officer is hired. Mr. Fox responded that if an exhibit is referenced in the report then the Commission will receive a copy. Commissioner Riley stated that he would like all exhibits made available. Mr. Fox stated all exhibits will be available to the Commission and that the use of the hearing officer was a well-used process.

9. Commission/Staff Comments

There were no Commission/staff comments.

10. Adjourn

Commissioner Neal adjourned the meeting at 7:11 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Marc A. Fox', written in a cursive style.

Marc A. Fox
Director of Human Resources



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #: **Status:** Agenda Ready

Type: CSC-Document **Department:** Civil Service Commission

File #: CSC 16-0016 **Contact:** Marc Fox, 784-2552

Agenda date: 5/11/2016 **Final action:**

Title: Request to Establish the Class of Animal Control Officer (Senior), and Revise the Class Specification of Animal Control Officer

Governing body: Civil Service Commission

District:

Attachments: [Animal Control Officer Redlined](#)
[Animal Control Officer Final](#)
[Animal Control Officer Senior](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

HUMAN RESOURCES' RECOMMENDATION:

The Department of Human Resources (Human Resources) recommends the Civil Service Commission establish the class of Animal Control Officer (Senior), and revise the class specification of Animal Control Officer.

SUMMARY:

The Solano County Sheriff's Office operates Animal Control Services which handles complaints regarding vicious, stray, and injured animals throughout the County's unincorporated areas and the city of Vallejo.

The Sheriff's Office is currently utilizing the class of Animal Control Officer to train and lead newly hired employees in the class of Animal Control Officer by requesting assignment pay be provided for the duration of the training assignment.

The Sheriff's Office made the initial request to establish the class of Animal Control Officer (Senior) and will utilize this class to perform the specialized duties of training and leading employees in the class of ACO.

DISCUSSION:

In July 2001, the Civil Service Commission approved the Animal Control Officer class specification, which was subsequently revised in November 2002, and again in March 2014. The Sheriff's Office has requested the revisions to this class specification to more accurately reflect a clear and accurate description of the essential duties, responsibilities, and required knowledge, skills, and abilities of the position and differentiate this class's duties and responsibilities from that of the Animal Control Officer (Senior) class following its addition to the series.

Additionally, minor revisions to the licensing, certification and registration requirements are included to specifically reference the POST training course name and specific Penal Code section citation that are

currently required, but not explicitly referenced, in the current class specification.

The class of Animal Control Officer (Senior) is distinguished from the lower level class in the series, Animal Control Officer, due to the inclusion of the following essential duties:

- Performing lead worker duties such as:
 - providing on-the-job training;
 - passing on instructions received from supervisor and getting work started;
 - distributing work among staff;
 - monitoring status of work being performed and keeping supervisor informed of work progress and likelihood of meeting timelines and required deadlines;
 - reviewing work of assigned crew, informing supervisor of customer feedback, work quality, conduct problems, etc. and providing input on performance to supervisor; and
 - ensuring work is performed safely and efficiently.

- Assisting in developing and maintaining procedural manuals; prepares, submits and files reports and records; prepares and maintains activity logs and records of all animals transported to holding cages or to the shelter.

Also, there are distinguishing knowledge, skills, and abilities for the Animal Control Officer (Senior) beyond those expected of an Animal Control Officer:

- Standard and accepted principles of leadership, on-the-job training, and work review.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Distribute work and provide work directions, review work performance and conduct of staff, and provide on-the-job training to staff led.

Copies of the proposed class and the revised class specifications are attached.

ALTERNATIVES:

The Civil Service Commission could elect not to establish the proposed class specification of Animal Control Officer (Senior) and/or not accept the revisions to the proposed class specification amendments for the Animal Control Officer class. However, this is not recommended as the Sheriff's Office has requested this new classification the Board of Supervisors approved adding one position. The revisions to the Animal Control Officer ensure that the class specifications reflect a clear and accurate description of the duties and responsibilities of the classification.

OTHER AGENCY INVOLVEMENT:

Human Resources worked with the Sheriff's Office in creating and revising these class specifications. The Animal Control Officer class series is represented by SEIU, Local 1021 (Union) and on February 3, 2016, the Union's Regional Field Director was provided the proposed class specifications revisions for review. On March 16, 2016, at the request of the Union, the County representatives met with SEIU's representatives to discuss the proposed changes. SEIU's representatives asked clarifying questions regarding both class specifications. SEIU's representatives did not provide any objections to the proposed establishment or revision of either of the class specifications.

COUNTY OF SOLANO

CLASS SPECIFICATION

ANIMAL CONTROL OFFICER

Effective Date: XX/XX/XXXX

Date of this Draft: 04-14-16

CLASS SUMMARY:

Ensures compliance with State and local codes and regulations that govern the control of livestock and domestic animals; participates in the county-wide rabies control program.

This is the entry/journey level class requiring limited time on the job before an incumbent is capable of functioning at the full journey level. Incumbent initially works under immediate supervision, progressing to independent supervision as the incumbent becomes able to independently perform the full range of duties associated with this class.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Animal Care Specialist** class which performs specialized work in providing care for animal in the shelter.;
- **Animal ~~Care~~ ManagerControl Officer (Senior)** class which plans, organizes, coordinatesperforms lead worker duties such as providing on-the-job training and supervises the shelter and animal control activitiesproviding input to supervisors for performance evaluation.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general supervision from the Animal Control Supervisor – Sergeant.
- No supervision is exercised over others.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Patrols assigned area of the County to pick_up stray, sick, injured or dead animals on public roads, and/or to discover straying livestock; transports animals to holding cages, the animal shelter or a veterinarian as appropriate; herds or assists in herding livestock back to the owner's property.
- Responds to and investigates all reports of animals biting people; reviews all bite reports for accuracy and to determine the circumstances under which the bite occurred; assures that all bite reports are entered properly on the computer; determines whether animal quarantine will be at the animal's home, the Animal Shelter or with a Veterinarian; observes animal for clinical symptoms of rabies; follows up on results and releases animals after the appropriate quarantine

period; ensures collection of quarantine fees.

- Responds to radio dispatched calls to provide service in assigned area; removes animals from public property; explains/enforces state and County laws governing animal control and licensing to citizens.
- Patrols for and responds to calls of rabid or potentially rabid animals; gathers specimens for laboratory analysis for rabies; observes strict procedures to protect against rabies for laboratory analysis for rabies contamination.
- Extracts data on bites and dogs from computer to complete quarterly reports and/or to prepare court documents; checks for prior bite history on an animal when a bite is reported; retains copies of the bite reports for use in court; determines whether court action is necessary; requests the District Attorney's Office to prosecute cases for the removal of an animal from the home and for its disposal because of viciousness or its probable contracting of rabies; testifies in court and renders opinions on the nature of the animal.
- Carries out court orders for the removal and disposal of animals; may request law enforcement assistance; may be required to forcibly enter a residence to obtain the animal; may be required to make arrests.
- Investigates citizen complaints concerning animal nuisances; attempts to resolve problems and disputes at the scene; issues abatement notices for animal nuisances; issues citations for code violations; logs and reports complaints and their disposition.
- Inspects commercial kennels for code compliance; may assist in investigating complaints of animal abuse.
- Prepares and maintains activity logs and records of all animals transported to holding cages or to the shelter.
- Assists in shelter and equipment maintenance, care and disposal of animals, and/or animal claims and adoptions.

EDUCATION AND EXPERIENCE:

- **Education:** High school diploma, GED, or equivalent.

AND

- **Experience:** Six months work experience in the care and/or control of animals in an animal control/care agency, a Humane Society, a veterinary clinic, a shelter and/or equivalent animal care facility.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid Class C California Driver's License is required.
- ~~Successful~~Possession of a certificate demonstrating satisfactory completion of ~~the training a~~POST course ~~specified in Section on PC 832 of the Penal Code pertaining to arrests;~~

search(arrest and seizure laws and the use of firearms, training) or completion of basic police academy within six (6) months of appointment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Clinical symptoms of rabies in animals and humans.
- Dangers of rabies exposure and effective protective/preventive measures.
- Proper dissection for rabies.
- State and local laws, rules and regulations governing rabies and animal control.
- Characteristics of various breeds of animals.
- Effective public relations techniques.
- Court procedures and documents.
- Computerized data collection; retrieval and analysis.
- Skills English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Protect oneself and others from rabid or vicious animals by the proper use of tools, firearms (shotguns, rifles and handguns), tranquilizer guns, and other equipment.
- Euthanize and dissect animals.
- Drive a motor vehicle.

Ability to:

- Instruct staff and the public in rabies control measures, rules, regulations and laws.
- Deal with violent, hostile and irate people in a constructive manner.
- Protect against exposure to rabies while catching or dissecting an animal.
- Follow precisely procedures designed to ensure safety.
- Interpret, explain/enforce and apply laws, rules, regulations and procedures.
- Use computer assistance to gather and analyze data.
- Develop, recommend and implement operational program procedures.

- Determine the appropriate course of action in emergency or stressful situations.
- Prepare narrative and statistical reports.
- Comply with laws, regulations and professional practices governing rabies control program services and operations.
- Maintain accurate records and document actions taken.
- Interview people to determine circumstances surrounding bite incidents or suspected exposure to rabies and to get information for possible legal action.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference materials.
- Prepare court cases and documents; testify in court.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to a variety of individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Prepare a variety of written communications to including reports, policies and procedures.
- Assists in the preparation of policies and procedures.
- Use modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS:

- **Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds); may occasionally involve lifting or moving weights up to 100 pounds.
- **Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.
- **Mobility and Dexterity:** This class typically requires employees to perform the following: stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e., sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling – Heavy work:** This class typically requires employees to perform the following: exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- **Vision:** This class requires the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, to view a computer terminal, to read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.

- Hearing/Talking: This class requires the employee to perceive the nature of sounds at normal speaking levels with or without correction, and to have the ability to receive detailed information through oral communication. This class also requires employees to express or exchange ideas.

WORKING CONDITIONS:

- Incumbents must Outdoor Work: Employees in this class will often be able working outdoors and thus will be subject to work in an environment that may include exposure to adverse weather intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions, including rainy, windy, cold, or hot weather.
- Exposure to Animals: Employees will be exposed to dangerous animals, animal bites, and rabies exposure, and hostile or irate citizens.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.
- Working Alone: Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends, and thus may working alone for extended periods of time.

OTHER REQUIREMENTS:

- Candidates for positions within Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Drug Testing: Candidates for positions in this class and employees in this class will be subject to Pre-Employment, Reasonable Suspicion, Post Accident, Return-To-Duty and Follow-Up drug testing in accordance with the Solano County Alcohol and Drug Free Workplace Policy.
- Psychological Examination: Candidates for positions in this class are required to take and successfully pass a psychological examination prior to appointment.
- Independent Travel: Incumbents are required to travel independently to patrol assigned areas, respond to calls regarding animal behavior, etc.
- Rabies Vaccination: Employees must receive pre-exposure rabies vaccination within three months of appointment.
- ~~Independent travel will be required.~~
- Rotational Standby Duty: Rotational standby duty is required.

- Hours of Work: ~~Incumbents are expected to~~ may be able required to work weekends and/or, holidays, irregular hours, on-call, and after normal business hours.
- Language Proficiency: ~~Some positions in~~ allocated to this class ~~may~~ will require ~~bilingual skills~~ the applicant to speak, read and write in a language other than English.
- Animal Dissection: Employees may be required to demonstrate skill and ability to follow precise procedures in animal dissection.

Marc A. Fox
Director of Human Resources

Established CLASS HISTORY AND CLASS INFORMATION:

- Date: ~~Approved by the Civil Service Commission:~~
- Date Adopted by the Board of Supervisors: July, 2001;

Date(s) Revised ~~Date:~~ November, 2002

CSC Date: ~~March 12, 2014~~

- **BOS Dates:** ~~June 30, 2003;~~ March 12, 2014/November 25~~24~~, 2014
- Date(s) Retitled and Previous Titles of the Class:
- Class Code:

COUNTY OF SOLANO
CLASS SPECIFICATION
ANIMAL CONTROL OFFICER

Effective Date: XX/XX/XXXX

Date of this Draft: 04-14-16

CLASS SUMMARY:

Ensures compliance with State and local codes and regulations that govern the control of livestock and domestic animals; participates in the county-wide rabies control program.

This is the entry/journey level class requiring limited time on the job before an incumbent is capable of functioning at the full journey level. Incumbent initially works under immediate supervision, progressing to independent supervision as the incumbent becomes able to independently perform the full range of duties associated with this class.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Animal Care Specialist** class which performs specialized work in providing care for animal in the shelter;
- **Animal Control Officer (Senior)** class which performs lead worker duties such as providing on-the-job training and providing input to supervisors for performance evaluation.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general supervision from the Animal Control Supervisor – Sergeant.
- No supervision is exercised over others.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Patrols assigned area of the County to pick up stray, sick, injured or dead animals on public roads, and/or to discover straying livestock; transports animals to holding cages, the animal shelter or a veterinarian as appropriate; herds or assists in herding livestock back to the owner's property.
- Responds to and investigates all reports of animals biting people; reviews all bite reports for accuracy and to determine the circumstances under which the bite occurred; assures that all bite reports are entered properly on the computer; determines whether animal quarantine will be at the animal's home, the Animal Shelter or with a Veterinarian; observes animal for clinical symptoms of rabies; follows up on results and releases animals after the appropriate quarantine period; ensures collection of quarantine fees.

- Responds to radio dispatched calls to provide service in assigned area; removes animals from public property; explains/enforces state and County laws governing animal control and licensing to citizens.
- Patrols for and responds to calls of rabid or potentially rabid animals; gathers specimens for laboratory analysis for rabies; observes strict procedures to protect against rabies for laboratory analysis for rabies contamination.
- Extracts data on bites and dogs from computer to complete quarterly reports and/or to prepare court documents; checks for prior bite history on an animal when a bite is reported; retains copies of the bite reports for use in court; determines whether court action is necessary; requests the District Attorney's Office to prosecute cases for the removal of an animal from the home and for its disposal because of viciousness or its probable contracting of rabies; testifies in court and renders opinions on the nature of the animal.
- Carries out court orders for the removal and disposal of animals; may request law enforcement assistance; may be required to forcibly enter a residence to obtain the animal; may be required to make arrests.
- Investigates citizen complaints concerning animal nuisances; attempts to resolve problems and disputes at the scene; issues abatement notices for animal nuisances; issues citations for code violations; logs and reports complaints and their disposition.
- Inspects commercial kennels for code compliance; may assist in investigating complaints of animal abuse.
- Prepares and maintains activity logs and records of all animals transported to holding cages or to the shelter.
- Assists in shelter and equipment maintenance, care and disposal of animals, and/or animal claims and adoptions.

EDUCATION AND EXPERIENCE:

- **Education:** High school diploma, GED, or equivalent.

AND

- **Experience:** Six months work experience in the care and/or control of animals in an animal control/care agency, a Humane Society, a veterinary clinic, a shelter and/or equivalent animal care facility.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid Class C California Driver's License is required.
- Possession of a certificate demonstrating satisfactory completion of a POST course on PC 832 (arrest and firearms training) or completion of basic police academy within six (6) months of appointment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Clinical symptoms of rabies in animals and humans.
- Dangers of rabies exposure and effective protective/preventive measures.
- Proper dissection for rabies.
- State and local laws, rules and regulations governing rabies and animal control.
- Characteristics of various breeds of animals.
- Effective public relations techniques.
- Court procedures and documents.
- Computerized data collection; retrieval and analysis.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Protect oneself and others from rabid or vicious animals by the proper use of tools, firearms (shotguns, rifles and handguns), tranquilizer guns, and other equipment.
- Euthanize and dissect animals.
- Drive a motor vehicle.
- Instruct staff and the public in rabies control measures, rules, regulations and laws.
- Deal with violent, hostile and irate people in a constructive manner.
- Protect against exposure to rabies while catching or dissecting an animal.
- Follow precisely procedures designed to ensure safety.
- Interpret, explain/enforce and apply laws, rules, regulations and procedures.
- Use computer assistance to gather and analyze data.
- Develop, recommend and implement operational program procedures.
- Determine the appropriate course of action in emergency or stressful situations.
- Prepare narrative and statistical reports.
- Comply with laws, regulations and professional practices governing rabies control program services and operations.
- Maintain accurate records and document actions taken.
- Interview people to determine circumstances surrounding bite incidents or suspected exposure to rabies and to get information for possible legal action.
- Organize and prioritize work assignments.

- Research regulations, procedures and/or technical reference materials.
- Prepare court cases and documents; testify in court.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to a variety of individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Prepare a variety of written communications including reports.
- Assists in the preparation of policies and procedures.
- Use modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** This class typically requires employees to perform the following: stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e., sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling – Heavy work:** This class typically requires employees to perform the following: exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- **Vision:** This class requires the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, to view a computer terminal, to read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- **Hearing/Talking:** This class requires the employee to perceive the nature of sounds at normal speaking levels with or without correction, and to have the ability to receive detailed information through oral communication. This class also requires employees to express or exchange ideas.

WORKING CONDITIONS:

- **Outdoor Work:** Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- **Exposure to Animals:** Employees will be exposed to dangerous animals, animal bites and rabies.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.

- Working Alone: Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends, and thus may working alone for extended periods of time.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Drug Testing: Candidates for positions in this class and employees in this class will be subject to Pre-Employment, Reasonable Suspicion, Post Accident, Return-To-Duty and Follow-Up drug testing in accordance with the Solano County Alcohol and Drug Free Workplace Policy.
- Psychological Examination: Candidates for positions in this class are required to take and successfully pass a psychological examination prior to appointment.
- Independent Travel: Incumbents are required to travel independently to patrol assigned areas, respond to calls regarding animal behavior, etc.
- Rabies Vaccination: Employees must receive pre-exposure rabies vaccination within three months of appointment.
- Rotational Standby Duty: Rotational standby duty is required.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Language Proficiency: Some positions allocated to this class will require the applicant to speak, read and write in a language other than English.
- Animal Dissection: Employees may be required to demonstrate skill and ability to follow precise procedures in animal dissection.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors: July, 2001;
- Date(s) Revised: November, 2002/June 30, 2003; March 12, 2014/November 24, 2014
- Date(s) Retitled and Previous Titles of the Class:
- Class Code:

COUNTY OF SOLANO
CLASS SPECIFICATION
ANIMAL CONTROL OFFICER (SENIOR)

Effective Date: XX/XX/XXXX

Date of this Draft: 04-14-16

CLASS SUMMARY:

Under general supervision, the Animal Control Officer (Senior) trains staff, ensures compliance with State and local codes and regulations that govern the control of livestock and domestic animals, and participates in the county-wide rabies control program.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Animal Care Manager** class which plans, organizes, coordinates and supervises the shelter and animal control activities.
- **Animal Control Officer** class which, at the entry and journey level, ensures compliance with State and local codes and regulations that govern the control of livestock and domestic animals; participates in the county-wide rabies control program .

SUPERVISION RECEIVED AND EXERCISED:

- Receives general supervision from the Sergeant-Sheriff or other supervisory class as assigned by the department.
- No supervision is exercised over others, however, an employee in this class will perform lead duties over employees, particularly those in the class of Animal Control Officer.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs lead worker duties such as:
 - providing on-the-job training;
 - passing on instructions received from supervisor and getting work started;
 - distributing work among staff;
 - monitoring status of work being performed and keeping supervisor informed of work progress and likelihood of meeting timelines and required deadlines;
 - reviewing work of assigned crew, informing supervisor of customer feedback, work quality, conduct problems, etc. and providing input on performance to supervisor; and
 - ensuring work is performed safely and efficiently.

- Patrols assigned area of the County to pick up stray, sick, injured or dead animals on public roads, and/or to discover straying livestock; transports animals to holding cages, the animal shelter or a veterinarian as appropriate; herds or assists in herding livestock back to the owner's property.
- Responds to and investigates all reports of animals biting people; reviews all bite reports for accuracy and to determine the circumstances under which the bite occurred; assures that all bite reports are entered properly on the computer; determines whether animal quarantine will be at the animal's home, the Animal Shelter or with a Veterinarian; observes animal for clinical symptoms of rabies; follows up on results and releases animals after the appropriate quarantine period; ensures collection of quarantine fees.
- Responds to radio dispatched calls to provide service in assigned area; removes animals from public property; explains/enforces state and County laws governing animal control and licensing to citizens.
- Patrols for and responds to calls of rabid or potentially rabid animals; gathers specimens for laboratory analysis for rabies; observes strict procedures to protect against rabies for laboratory analysis for rabies contamination.
- Extracts data on bites and dogs from computer to complete quarterly reports and/or to prepare court documents; checks for prior bite history on an animal when a bite is reported; retains copies of the bite reports for use in court; determines whether court action is necessary; requests the District Attorney's Office to prosecute cases for the removal of an animal from the home and for its disposal because of viciousness or its probable contracting of rabies; testifies in court and renders opinions on the nature of the animal.
- Carries out court orders for the removal and disposal of animals; may request law enforcement assistance; may be required to forcibly enter a residence to obtain the animal; may be required to make arrests.
- Investigates citizen complaints concerning animal nuisances; attempts to resolve problems and disputes at the scene; issues abatement notices for animal nuisances; issues citations for code violations; logs and reports complaints and their disposition.
- Inspects commercial kennels for code compliance; may investigate complaints of animal abuse.
- Assists in developing and maintaining procedural manuals; prepares, submits and files reports and records; prepares and maintains activity logs and records of all animals transported to holding cages or to the shelter.
- Assists in shelter and equipment maintenance, care and disposal of animals, and/or animal claims and adoptions.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** High School Diploma, GED, or equivalent;

AND

- **Experience:** One year of full-time paid work experience in the care and/or control of animals in an animal control/care agency, a Humane Society, a veterinary clinic, a shelter and/or equivalent animal care facility.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid Class C California Driver's License is required.
- Possession of a certificate demonstrating satisfactory completion of a POST course on PC 832 (arrest and firearms training) or completion of basic police academy is required within six (6) months of appointment

Notes:

- All licenses, certificates and registrations must be kept current while employed in this class.
- Completion of the Animal Law Enforcement Training Academy (Advanced) sponsored by the State Humane Association of California and the California Veterinary Medical Association may be considered in the rating or selection process.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standard and accepted principles of leadership, on-the-job training, and work review.
- Clinical symptoms of rabies in animals and humans.
- Dangers of rabies exposure and effective protective/preventive measures.
- Proper dissection for rabies.
- State and local laws, rules and regulations governing rabies and animal control.
- Characteristics of various breeds of animals.
- Effective public relations techniques.
- Court procedures and documents.
- Computerized data collection, retrieval and analysis.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Distribute work and provide work directions, review work performance and conduct of staff, and provide on-the-job training to staff led.
- Protect oneself and others from rabid or vicious animals by the proper use of tools, firearms (shotguns, rifles and handguns), tranquilizer guns, and other equipment.
- Euthanize and dissect animals.
- Drive a motor vehicle.
- Instruct staff and the public in rabies control measures, rules, regulations and laws.
- Deal with violent, hostile and irate people in a constructive manner.

- Protect against exposure to rabies while catching or dissecting an animal.
- Follow precisely procedures designed to ensure safety.
- Interpret, explain/enforce and apply laws, rules, regulations and procedures.
- Use computer assistance to gather and analyze data.
- Develop, recommend and implement operational program procedures.
- Determine the appropriate course of action in emergency or stressful situations.
- Prepare narrative and statistical reports.
- Comply with laws, regulations and professional practices governing rabies control program services and operations.
- Maintain accurate records and document actions taken.
- Interview people to determine circumstances surrounding bite incidents or suspected exposure to rabies and to get information for possible legal action.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference materials.
- Prepare court cases and documents; testify in court.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to a variety of individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Prepare a variety of written communications including reports.
- Assists in the preparation of policies and procedures.
- Use modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** This class typically requires employees to perform the following: stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling – Heavy work:** This class typically requires employees to perform the following: exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- **Vision:** This class requires the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, to view a computer terminal, to read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- **Hearing/Talking:** This class requires the employee to perceive the nature of sounds at normal speaking levels with or without correction, and to have the ability to receive detailed information through oral communication. This class also requires employees to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- **Outdoor Work:** Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- **Exposure to Animals:** Employees will be exposed to dangerous animals, animal bites and rabies.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.
- **Working Alone:** Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends, and thus may working alone for extended periods of time.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- **Drug Testing:** Candidates for positions in this class and employees in this class will be subject to Pre-Employment, Reasonable Suspicion, Post Accident, Return-To-Duty and Follow-Up drug testing in accordance with the Solano County Alcohol and Drug Free Workplace Policy.
- **Psychological Examination:** Candidates for positions in this class are required to take and successfully pass a psychological examination prior to appointment.
- **Independent Travel:** Incumbents are required to travel independently to patrol assigned areas, respond to calls regarding animal behavior, etc.
- **Rabies Vaccination:** Employees must receive pre-exposure rabies vaccination within three months of appointment.
- **Rotational Standby Duty:** Rotational standby duty is required.
- **Hours of Work:** Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- **Language Proficiency:** Some positions allocated to this class will require the applicant to speak, read and write in a language other than English.
- **Animal Dissection:** Employees may be required to demonstrate skill and ability to follow precise procedures in animal dissection.

CLASS HISTORY AND CLASS INFORMATION:

- **Date Approved by the Civil Service Commission:**
- **Date Adopted by the Board of Supervisors:**
- **Date(s) Revised:**
- **Date(s) Retitled and Previous Titles of the Class:**
- **Class Code:**



Agenda Submittal

Agenda #: **Status:** Agenda Ready

Type: CSC-Document **Department:** Civil Service Commission

File #: CSC 16-0018 **Contact:** Marc Fox, 784-2552

Agenda date: 5/11/2016 **Final action:**

Title: Request to Revise the Deputy Probation Officer Entry, Deputy Probation Officer, Deputy Probation Officer Senior, and Deputy Probation Officer Supervising Class Specifications

Governing body: Civil Service Commission

District:

- Attachments:**
- [Deputy Probation Officer Entry Add-Delete](#)
 - [Deputy Probation Officer Entry Final](#)
 - [Deputy Probation Officer Add-Delete](#)
 - [Deputy Probation Officer Final](#)
 - [Deputy Probation Officer Senior Add-Delete](#)
 - [Deputy Probation Officer Senior Final](#)
 - [Deputy Probation Officer Supervising Add-Delete](#)
 - [Deputy Probation Officer Supervising Final](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Published Notice Required? Yes ___ No X
 Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

The Department of Human Resources (Human Resources) recommends the Civil Service Commission revise the Deputy Probation Officer Series Class Specifications which includes the following four classes: Deputy Probation Officer (Entry), Deputy Probation Officer, Deputy Probation Officer (Senior), and Deputy Probation Officer (Supervising).

SUMMARY:

Class specifications in the Deputy Probation Officer series, have been modified to clarify, update and, correct the class summary, essential duties, education and experience, licensing, certification and registration requirements, knowledge skills and abilities, physical requirements, working conditions, and the other requirements sections of the job descriptions. In addition, distinguishing characteristics have been added and formatting has been standardized across all four class specifications.

DISCUSSION:

In June 2003, the Civil Service Commission approved the Deputy Probation Officer series class specifications, which were subsequently revised in April 2006. The Probation Department has requested the revisions to the class specifications to more accurately reflect a clear and accurate description of the essential duties, responsibilities, and required knowledge, skills, and abilities of each position and differentiate each class's

duties and responsibilities from one another in the series.

Requirements for the classes in the Deputy Probation Officer series related to annual training and firearm proficiency have been described in greater detail for those incumbents who will be assigned to an armed unit as follows:

- Employees assigned to an armed unit must obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to assignment and must maintain the certification while assigned to the unit.
- Utilize firearms for self-defense, for the defense of others and/or to reduce the risk of threat in life-threatening situations when assigned to an armed unit.
- Must pass a physical exam and psychological exam confirming fitness to be armed as a condition of hire
- Firearm Proficiency: Prior to assignment to an armed unit, employees must complete required firearm training which includes: an approved course on firearms pursuant to Penal Code Section 832; a review and acknowledgement of the Department's firearms policy; a Basic Force and Weaponry Course as selected by the Department; quarterly firearms qualification training; and other training required by the Department. Employees hired prior to this revision must pass a psychological examination confirming fitness to be armed prior to assignment to an armed unit.

Copies of the revised class specifications are attached.

ALTERNATIVES:

The Civil Service Commission could elect not accept the revisions to the proposed class specification amendments for the Deputy Probation Officer series. However, this is not recommended as the Probation Department requested these revisions to ensure that the class specifications reflect a clear and accurate description of the duties and responsibilities of all four positions in the series.

OTHER AGENCY INVOLVEMENT:

Human Resources worked with the Probation Department in revising these class specifications. The classes in the Deputy Probation Officer series are represented by the Solano Probation Peace Officer Association (SPPOA). On August 5, 2015, the Association's President was provided the proposed class specifications revisions for review. On October 27, 2015, at the request of the Association, County representatives met with SPPOA's representatives to discuss the proposed changes. SPPOA's representatives asked clarifying questions regarding all of the revisions proposed to each respective class specification in the series. SPPOA's representatives provided their suggested revisions to the County in February 2016. The County provided the Association with final versions of the proposed revisions to each of the classes in the Deputy Probation Officer series in April 2016. SPPOA did not provide any objections to the final proposed revisions to any of the class specifications in the series.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

COUNTY OF SOLANO
CLASS SPECIFICATION
DEPUTY PROBATION OFFICER (ENTRY)

Rev. 04/06

DEFINITION

Effective Date: XX/XX/XXXX

Effective Date of Revision: XX/XX/XXXX

Date of this Draft: 08/05/20154/12/16

CLASS SUMMARY

Under general supervision, performs professional level casework in the investigation, assessment, supervision, enforcement, diagnosis and treatment of adult and juvenile offenders; ensures community safety by monitoring offender accountability and rehabilitation. Incumbents of this class should demonstrate necessary knowledge and abilities to be promoted to Deputy Probation Officer within twelve (12) months of appointment provided they meet the other requirements for the journey level class. Some employees in the class of Deputy Probation Officer (Entry) may be assigned to an armed unit in order to supervise caseloads of high-risk offenders and therefore be, in accordance with department policy, authorized to carry firearms.

CLASSDISTINGUISHING CHARACTERISTICS

This is the entry level class in the Deputy Probation Officer series. Incumbents are expected to learn procedures and methods of effective probation casework in preparation for promotion to the journey level. ~~Assignments are generally limited in scope and are performed within a procedural framework established by higher level employees. As experience is acquired, the employee performs with less immediate supervision. This classification is intended to provide training to incumbents for advancement to the journey level. This class is distinguished from Deputy Probation Officer in that the latter works more independently and is expected to handle most work problems without direct supervision.~~ This class is distinguished from the:

- Deputy Probation Officer class which works more independently and is expected to handle most work problems without direct supervision.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from ~~the Supervising a~~ Deputy Probation Officer- (Supervising) and may receive lead direction from a Deputy Probation Officer (Senior).
- Exercises no supervision ~~over individual~~ other County employees; supervises offender case activity and progress.

EXAMPLES OF DUTIES ~~Duties may include but are not limited to the following:~~

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position

Formatted: Left: 0.38"

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

assignments will vary depending on the needs of the department.

Formatted: Font color: Auto

- Learns to conduct ~~pre-hearing or~~ pre-sentence investigations of adults and juveniles by interviewing the offender, the family, and others concerned to assess potential for ~~successful~~ success under probation, supervision, to report progress while ~~on probation under supervision~~ or to recommend sentences; maintains detailed records of ~~client~~ visits with offenders; conducts in-depth information analysis and assessment of each case; reviews documents; evaluates ~~violation~~ violations of court orders; determines appropriate placement; recommends restitution; identifies treatment options; prepares ~~fitness and other~~ reports.
- Learns to gather information for the court in making a pretrial release decision, including conducting an objective pretrial risk assessment to evaluate risk of flight and re-offense.
- Learns to prepare a social history of the offender for the Court, ~~interpreting, to interpret~~ findings ~~and recommending, to review the Penal Code to determine aggravating and mitigating circumstances of the crime; to recommend~~ a plan of ~~rehabilitation and~~ sentencing ~~focusing on risk to the community, placement and needs of offender; composes~~ rehabilitation; and ~~dictates to compose~~ correspondence and complex reports for Court use; ~~conducts in-depth case management functions; completes risk assessments; acts as liaison between clients, families, courts and other agencies.~~
- Learns to contact victims to establish restitution and provide ~~victim~~ victims' rights information; to offer guidance to assist offenders in their rehabilitation; ~~counsels with juvenile and/or adult offenders and others concerned, according to a rehabilitation plan, using and to use~~ crisis intervention skills as needed, ~~with an ultimate goal of successful rehabilitation and discharge from probation; conducts investigations.~~
- Learns to monitor and evaluate ~~probationers'~~ offenders' progress on a follow-up basis ~~and secures; to evaluate the extent to which probationer is making progress; to determine compliance with conditions of probation or pre-trial release; to re-assess the frequency of contact needed during supervision; to reclassify cases no longer requiring personal contact; and to secure~~ remedial action ~~if necessary~~; from the Court or other competent authority. ~~if necessary~~;
- Assists in investigations and assessments of criminal behavior and personal circumstances; applies sentencing criteria and makes recommendations to the ~~judiciary~~ Court, entering reports into evidence.
- Learns field supervision techniques including conducting searches; ~~under supervision~~, works in concert with local law enforcement agencies to assist with investigations and ~~to conduct search and arrest; may make arrests and searches of persons~~ operations; performs ~~drug tests within chain of evidence procedures, when violations of probation occur; may transport offenders to and from jail, juvenile hall, Court, community service agencies or medical appointments; reports~~ supervised investigations and assessments of offenders' criminal behavior to appropriate agencies and circumstances; reviews information from attorneys, police, criminal history reports, motor vehicle reports, probation files, and any other paperwork pertaining to the current offense; interviews the offender, the family, criminal justice persons, and others concerned; applies sentencing criteria and makes sentencing recommendations to the judiciary; enters reports into evidence.
- Learns to inform parents, guardians, minors and offenders about circumstances, terms and conditions of probation supervision; as needed, refers offender, family and/or victims to outside service agencies.
- Learns to coordinate functions between agencies.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-

related rules, statutes, laws and new trends in the field; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** A Bachelor's degree from an accredited college or university.

Experience:

JOB RELATED AND ESSENTIAL QUALIFICATIONS

- No experience is required.

Note:

- While a degree in a specific field is not required, the possession of Bachelor's degree or higher in on the one 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.

Formatted: Font color: Auto

Formatted: Font color: Auto

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid Class C California driver's license is required.
- Employees assigned to an armed unit must obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to assignment and must maintain the certification while assigned to the unit.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, practices and techniques of communication, interviewing, counseling, resistant-defensive behavior, personality theory and self-image, stress and change theory.
- Self awareness-objectivity techniques for understanding others; personality types.

Skill and/or Ability to:

- Operate office equipment including a personal computer to input and access data, copy and fax machines and printers.
- Use drug testing devices, physical restraints and radio.

Formatted: No underline

Ability to:

- Learn and apply, understand, interpret and explain laws, rules, regulations, policies and procedures governing specific probation programs and operations.
- Learn assessment techniques as to causes of illegal behavior, and personal circumstances.
- Learn to recognize personality types and varying behaviors and to diffuse hostile and aggressive behavior.

~~Research and reconcile disparate policies and procedures.~~

- Utilize firearms for self-defense, for the defense of others and/or to reduce the risk of threat in life-threatening situations when assigned to an armed unit.
- Effectively manage a caseload, prioritize a work schedule, and manage time effectively while addressing multiple tasks and deadlines.
- Input, access and evaluate data using a computer case management system.

~~Multi-task; recognize problems and priorities in case management.~~

~~Learn to recognize areas of need and call upon services required.~~

- Communicate clearly both orally and in writing with clients_offenders, attorneys, judges, health professionals and others; ~~write clear reports.~~
- Maintain objectivity; formulate decisions.
- Properly identify probationer-family interactions and provide necessary intervention.

Formatted: Not Strikethrough

Formatted: No underline

Formatted: Not Strikethrough

~~Read and comprehend current state and local law and legislation.~~

- Learn and apply departmental assessment standards.
- Counsel and interview clients_offenders and other concerned parties; intervene in crises.
- Determine the appropriate course of action in emergency or stressful situations.
- Learn to deal firmly and fairly with offenders of various socio-economic backgrounds and temperaments.
- Learn to recognize areas of need and make referrals to local and regional providers of social, medical and/or other specialized services.
- Maintain cooperative working relationships with peers, clients_offenders, other agencies and other professionalprofessionals.

EXPERIENCE AND EDUCATION/TRAINING

PHYSICAL

Experience:

Formatted: Font color: Auto

Formatted: Indent: Left: 0"

Formatted: Font color: Auto

~~No experience required.~~

Education/Training:

~~A Bachelor's degree is required from an accredited college or university, preferably in criminal justice, social work, psychology, sociology or a closely related field.~~

SPECIAL PHYSICAL REQUIREMENTS:

Mobility and Dexterity: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, reaching, grasping, feeling (i.e. sense of touch), repetitive motion, crouching, and crawling. May be required at times to use force to restrain/subdue others. May involve prolonged standing. Possession of, or ability to obtain, a valid Class C California driver's license is required.

- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Outdoor Work: Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- Work in a Jail/Juvenile Detention Facility (JDF): Employees in this class will occasionally be working in a jail/JDF environment and thus will be subject to exposure to communicable diseases, intense noises, odors, blood and other bodily fluids.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- High Risk Population: Employees in this class may be subject to people with a history of violence and mental health disorders and with disruptive or confrontational people.

OTHER REQUIREMENTS:

- Probation Officer Requirements:
 - Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.
 - Incumbents of this class have limited Peace Officer powers as delineated in the California Penal Code and must therefore meet training requirements within required time limits, in accordance with Penal Code Section 832 within twelve (12) months of appointment.

Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California government

Formatted: Plain Text, Justified

Formatted: No underline, Font color: Auto

Formatted: Indent: Hanging: 0.5", Tab stops: 0.5", Left + Not at 0.75"

Formatted: Indent: Left: 0.5", Hanging: 0.5"

Code:

- Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California government Code.
- Must complete the Probation Core Course certified by the California Corrections Standards Authority within twelve (12) months.

Formatted: Indent: Hanging: 0.5", Tab stops: Not at 0.75"

Formatted: Indent: Hanging: 0.5", Tab stops: 0.5", Left + Not at 0.75"

Formatted: Indent: Left: 0.5", Hanging: 0.5"

Incumbents in the Deputy Probation Officer (Entry) class serve a twelve (12) month probationary period.

- Must pass a physical exam and psychological exam confirming fitness to be armed as a condition of hire.

Formatted: Indent: Hanging: 0.5", Tab stops: Not at 0.75"

Formatted: Indent: Left: 0.5", Hanging: 0.5", Tab stops: 1", Left

Formatted: Font: Not Bold, No underline

SUPPLEMENTAL INFORMATION

Formatted: Font color: Auto

Independent travel is required:

- Firearm Proficiency: Prior to assignment to an armed unit, employees must ~~pass a psychological examination confirming fitness to be armed and~~ complete required firearm training which includes: an approved course on firearms pursuant to Penal Code Section 832; a review and acknowledgement of the Department's firearms policy; a Basic Force and Weaponry Course as selected by the Department; quarterly firearms qualification training; and other training required by the Department. Employees hired prior to this revision must pass a psychological examination confirming fitness to be armed prior to assignment to an armed unit.
- Independent Travel: Incumbents are required to travel independently, for example, to meet with adult and/or juvenile offenders, their families, and other concerned parties.
- Language Proficiency: Some positions allocated to this class may require bilingual skills the applicant to speak, read and write in a language other than English.

Formatted: Indent: Hanging: 0.5", Tab stops: 1", Left + Not at 0.25"

Formatted: Left, Indent: Hanging: 0.5", Tab stops: 0.5", Left

Formatted: Indent: Left: 0.5", Hanging: 0.25"

~~Incumbents of this class should demonstrate necessary knowledge and abilities to be promoted to Deputy Probation Officer within twelve (12) months of appointment.~~

Formatted: Font color: Auto

ADA COMPLIANCE

- Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). May involve prolonged standing. ~~May involve prolonged standing. Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California government Code.~~

Formatted: Indent: Left: 0.5", Hanging: 0.25", No bullets or numbering

~~**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.~~

~~**Environmental Factors:** Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness. Works with a high-risk population, including those with a history of violence and mental health disorders.~~

~~**Yolanda Irigon**
Director of Human Resources~~

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

~~**CSC CLASS HISTORY AND CLASS INFORMATION**~~

- ~~• Date Approved by the Civil Service Commission:~~
- ~~• Date Adopted by the Board of Supervisors: June 30, 2003~~
- ~~• Dates Revised: April 12, 2006,~~

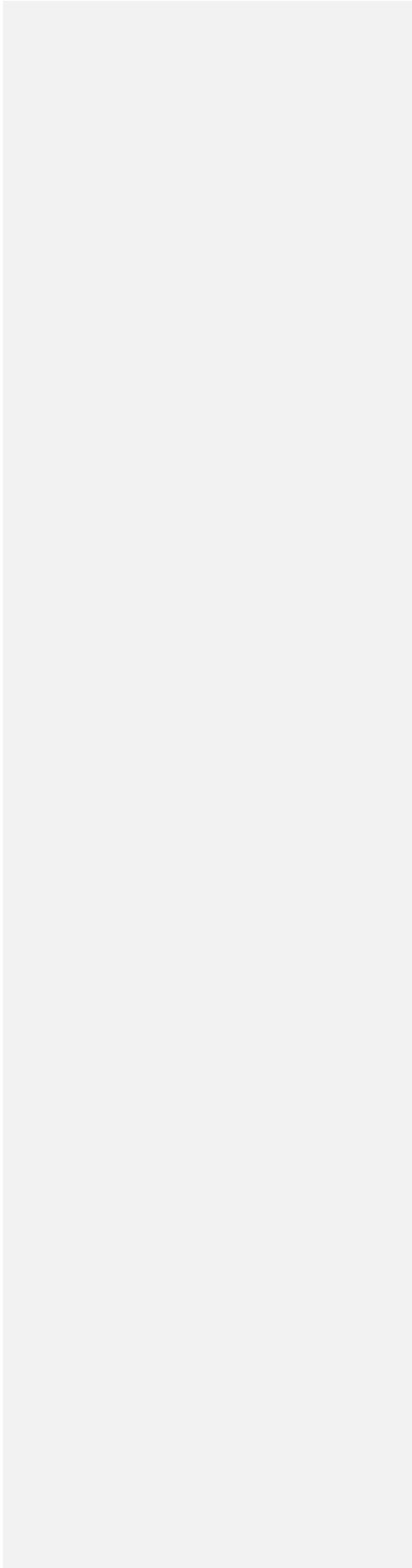
~~**Est. Date:** May 2004~~

~~**BOS Date:** June 30, 2003~~

Formatted: Font color: Auto

- ~~• Dates Retitled and Previous Titles of the Class: N/A~~
- ~~• Class Code:~~

Formatted: Font color: Auto



COUNTY OF SOLANO
CLASS SPECIFICATION
DEPUTY PROBATION OFFICER (ENTRY)

Effective Date: XX/XX/XXXX

Effective Date of Revision: XX/XX/XXXX

Date of this Draft: 4/12/16

CLASS SUMMARY

Under general supervision, performs professional level casework in the investigation, assessment, supervision, enforcement, diagnosis and treatment of adult and juvenile offenders; ensures community safety by monitoring offender accountability and rehabilitation. Incumbents of this class should demonstrate necessary knowledge and abilities to be promoted to Deputy Probation Officer within twelve (12) months of appointment provided they meet the other requirements for the journey level class. Some employees in the class of Deputy Probation Officer (Entry) may be assigned to an armed unit in order to supervise caseloads of high-risk offenders and therefore be, in accordance with department policy, authorized to carry firearms.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Deputy Probation Officer series. Incumbents are expected to learn procedures and methods of effective probation casework in preparation for promotion to the journey level. This class is distinguished from the:

- **Deputy Probation Officer** class which works more independently and is expected to handle most work problems without direct supervision.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from a Deputy Probation Officer (Supervising) and may receive lead direction from a Deputy Probation Officer (Senior).
- Exercises no supervision over other County employees; supervises offender case activity and progress.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Learns to conduct pre-sentence investigations of adults and juveniles by interviewing the offender, the family, and others concerned to assess potential for success under probation supervision, to report progress while under supervision or to recommend sentences; maintains detailed records of visits with offenders; conducts in-depth information analysis and assessment of each case; reviews documents; evaluates violations of court orders; determines appropriate placement; recommends restitution; identifies treatment options; prepares reports.
- Learns to gather information for the court in making a pretrial release decision, including conducting an objective pretrial risk assessment to evaluate risk of flight and re-offense.

- Learns to prepare a social history of the offender for the Court; to interpret findings, to review the Penal Code to determine aggravating and mitigating circumstances of the crime; to recommend a plan of sentencing, placement and rehabilitation; and to compose correspondence and complex reports for Court use.
- Learns to contact victims to establish restitution and provide victims' rights information to offer guidance to assist offenders in their rehabilitation; and to use crisis intervention skills as needed.
- Learns to monitor and evaluate offenders' progress on a follow-up basis; to evaluate the extent to which probationer is making progress; to determine compliance with conditions of probation or pre-trial release; to re-assess the frequency of contact needed during supervision; to reclassify cases no longer requiring personal contact; and to secure remedial action from the Court or other competent authority if necessary;
- Assists in investigations and assessments of criminal behavior and personal circumstances; applies sentencing criteria and makes recommendations to the Court, entering reports into evidence.
- Learns field supervision techniques including conducting searches; works in concert with local law enforcement agencies to assist with investigations and conduct search and arrest operations; performs supervised investigations and assessments of offenders' criminal behavior and circumstances; reviews information from attorneys, police, criminal history reports, motor vehicle reports, probation files, and any other paperwork pertaining to the current offense; interviews the offender, the family, criminal justice persons, and others concerned; applies sentencing criteria and makes sentencing recommendations to the judiciary; enters reports into evidence.
- Learns to inform parents, guardians, minors and offenders about circumstances, terms and conditions of probation supervision; as needed, refers offender, family and/or victims to outside service agencies.
- Learns to coordinate functions between agencies.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new trends in the field; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** A Bachelor's degree from an accredited college or university.
- **Experience:** No experience is required.

Note:

- While a degree in a specific field is not required, the possession of Bachelor's degree or higher in on the one 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.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid Class C California driver's license is required.
- Employees assigned to an armed unit must obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to assignment and must maintain the certification while assigned to the

unit.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, practices and techniques of communication, interviewing, counseling, resistant-defensive behavior, personality theory and self-image, stress and change theory.
- Self awareness-objectivity techniques for understanding others; personality types.

Skill and/or Ability to:

- Operate office equipment including a personal computer to input and access data, copy and fax machines and printers.
- Use drug testing devices, physical restraints and radio.
- Learn and understand, interpret and explain laws, rules, regulations, policies and procedures governing specific probation programs and operations.
- Learn assessment techniques as to causes of illegal behavior and personal circumstances..
- Learn to recognize personality types and varying behaviors and to diffuse hostile and aggressive behavior.
- Utilize firearms for self-defense, for the defense of others and/or to reduce the risk of threat in life-threatening situations when assigned to an armed unit.
- Effectively manage a caseload, prioritize a work schedule, and manage time effectively while addressing multiple tasks and deadlines.
- Input, access and evaluate data using a computer case management system.
- Communicate clearly both orally and in writing with offenders, attorneys, judges, health professionals and others
- Maintain objectivity; formulate decisions.
- Properly identify probationer-family interactions and provide necessary intervention.
- Learn and apply departmental assessment standards.
- Counsel and interview offenders and other concerned parties; intervene in crises.
- Determine the appropriate course of action in emergency or stressful situations.
- Learn to deal firmly and fairly with offenders of various socio-economic backgrounds and temperaments.
- Learn to recognize areas of need and make referrals to local and regional providers of social, medical and/or other specialized services.
- Maintain cooperative working relationships with peers, offenders, other agencies and other professionals.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, reaching, grasping, feeling (i.e. sense of touch), repetitive motion, crouching, and crawling. May

be required at times to use force to restrain/subdue others. May involve prolonged standing.

- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Outdoor Work: Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- Work in a Jail/Juvenile Detention Facility (JDF): Employees in this class will occasionally be working in a jail/JDF environment and thus will be subject to exposure to communicable diseases, intense noises, odors, blood and other bodily fluids.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- High Risk Population: Employees in this class may be subject to people with a history of violence and mental health disorders and with disruptive or confrontational people.

OTHER REQUIREMENTS:

- Probation Officer Requirements:
 - Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.
 - Incumbents of this class have limited Peace Officer powers as delineated in the California Penal Code and must therefore meet training requirements with Penal Code Section 832 within twelve (12) months of appointment.
 - Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California government Code.
 - Must complete the Probation Core Course certified by the California Corrections Standards Authority within twelve (12) months.
 - Must pass a physical exam and psychological exam confirming fitness to be armed as a condition of hire.
 - Firearm Proficiency: Prior to assignment to an armed unit, employees must complete required firearm training which includes: an approved course on firearms pursuant to Penal Code Section 832; a review and acknowledgement of the Department's firearms

policy; a Basic Force and Weaponry Course as selected by the Department; quarterly firearms qualification training; and other training required by the Department. Employees hired prior to this revision must pass a psychological examination confirming fitness to be armed prior to assignment to an armed unit.

- Independent Travel: Incumbents are required to travel independently, for example, to meet with adult and/or juvenile offenders, their families, and other concerned parties.
- Language Proficiency: Some positions allocated to this class may require the applicant to speak, read and write in a language other than English.

CLASS HISTORY AND CLASS INFORMATION

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors: June 30, 2003
- Dates Revised: April 12, 2006,
- Dates Retitled and Previous Titles of the Class: N/A
- Class Code:

COUNTY OF SOLANO
CLASS SPECIFICATION
DEPUTY PROBATION OFFICER

Rev. 04/06

DEFINITION

Effective Date: XX/XX/XXXX

Effective Date of Revision: XX/XX/XXXX

Date of this Add/Delete: 04/12/16

CLASS SUMMARY:

Under general supervision, performs professional level casework in the investigation, assessment, supervision, enforcement, diagnosis and treatment of adult and juvenile offenders; ensures community safety by monitoring offender accountability and rehabilitation, and providing supervision to those who represent the greatest risk in the community. Some employees in the class of Deputy Probation Officer may be assigned to an armed unit in order to supervise caseloads of high-risk offenders and therefore will be, in accordance with department policy, authorized to carry firearms.

CLASSDISTINGUISHING CHARACTERISTICS:

This is the journey level class within the Deputy Probation Officer series. ~~Incumbents in this class supervise a variety of adult and juvenile offenders. Incumbents function in their assigned tasks without close supervision. Caseloads vary from routine to difficult involving a wide range of offenses at both the pre and post-sentence stage of case supervision.~~ This class is distinguished from the

- ~~Deputy Probation Officer (Senior) in that the latter is assigned specialized program area responsibility with a caseload that regularly requires intensive supervision.~~ This Entry class ~~is distinguished from the entry level in that the latter~~ which receives on - the -job training and performs assignments limited in scope under immediate supervision.
- Deputy Probation Officer (Senior) class which assists in the implementationimplementations and coordination ofes Department of Probation programs, conducts investigations, may manage complex or highly sensitive cases, may lead others, and performs administrative work as assigned.

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction and general supervision from ~~the a~~ Deputy Probation Officer (Supervising) and may receive lead direction from a Deputy Probation Officer (Senior).
- Exercises no supervision over ~~individuals~~ County employees; supervises case activity and progress.

EXAMPLES OF DUTIES ~~Duties may include but are not limited to the following:~~

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Conducts review and analysis of information pertaining to alleged offense; receives and reviews police reports, booking sheets, and other information gathered; determines course of action based on review of information.
- Gathers information for the court in making a pretrial release decision, including conducting an objective pretrial risk assessment to evaluate risk of flight and re-offense.
- Learns field supervision techniques including conducting searches; works in concert with local law enforcement agencies to assist with investigations and conduct search and arrest operations; performs supervised investigations and assessments of offenders'offenders' criminal behavior and circumstances; reviews information from attorneys, police, criminal history reports, motor vehicle reports, probation files, and any other paperwork pertaining to the current offense; interviews the offender, the family, criminal justice persons, and others concerned; applies sentencing criteria and makes sentencing recommendations to the judiciary; enters reports into evidence.
- Prepares a social history of the offender for the Court; interprets findings, reviews the Penal Code to determine aggravating and mitigating circumstances of the crime; recommends a plan of sentencing, placement and rehabilitation; composes correspondence and complex reports for Court use.
- Oversees and manages case activity; develops a comprehensive case plan; advises institutional staff of detention problems; informs offenders of mandated court appearances; obtains, prepares and completes a variety of required paperwork and gathers necessary signatures; contacts victims, law enforcement, treatment programs, other probation officers, and any other parties related to the case to provide and obtain information; provides input and recommendations at hearings; conducts visits to various locations to monitor offender conduct and compliance with probation terms; refers offender, family and/or victims to outside service agencies.
- Monitors and evaluates probationers'offenders' progress on a follow--up basis; evaluates extent to which probationer is making progress; determines compliance with conditions of probation; or pre-trial release; re-assesses the frequency of contact needed during supervision; reclassifies cases no longer requiring personal contact; secures remedial action from the Court or other competent authority if necessary;
- Attends Court hearings and sentencing dates; reviews case files prior to appearing in court; acts as a witness for subpoenas and presents facts; makes recommendations regarding sentencing or dispositions of cases.
- Contacts victims to establish restitution and provide victimsvictims' rights information; and uses crisis intervention skills as needed.
- May make arrests and conduct searches of persons, homes, schools, and/or places of employment; performs drug tests within chain of evidence procedures, when violations of probation occur; may transport offenders to and from jail, the Court, juvenile hall, community service agencies or medical appointments; reports criminal behavior to appropriate agencies.
- Coordinates various activities and exchange of information between agencies; discusses cases with district attorneys; contacts and consults with law enforcement, other correctional agencies, or other probation officers; visits placement facilities; conducts presentations at schools, community agencies, and civic groups; maintains relationships

with schools, social services, law enforcement and other agencies; represents probation department in joint operations.

- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new trends in the field; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

- Leads discussions in treatment groups using cognitive behavior techniques and/or other evidence-based strategies.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- Education: Bachelor's degree from an accredited college or university.
- Experience: One (1) year of full-time work experience equivalent to a Deputy Probation Officer (Entry) with the County of Solano.

Note:

- While a degree in a specific field is not required, the possession of 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.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid Class C California driver's license is required.
- Employees assigned to an armed unit must obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to assignment and must maintain the certification while assigned to the unit.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, practices and techniques of interviewing, counseling resistant--defensive behavior, personality theory and self--image, stress and change theory, self--awareness--objectivity techniques for understanding others and personality types.
- Standards for assessment of criminal offenses.
- Principles and standards for analyzing case information and providing appropriate recommendations regarding sentencing, placement and rehabilitation.
- Applicable State Code such as Penal, Welfare and Institution, Health and Safety, Vehicle, Fish and Game, Business and Professions, and local ordinances, rules and regulations.
- Casework report writing.
- Court procedures, rules and expectations.

- Crisis~~Crises~~ intervention methods and practices.
- Other department/agency functions and operations including District Attorney, Welfare, Mental Health, Sheriff, Municipal/Superior Court, local school districts and State Department of Corrections.

Skills

Skill and/or Ability to:

- Operate office equipment including a personal computer, copy and fax machines and printers.
- Utilize law enforcement tools including drug testing devices, physical restraints, and radios.

Ability to:

- Utilize firearms for self-defense, for the defense of others and/or to reduce the risk of threat in life-threatening situations when assigned to an armed unit.
- Plan, organize and administer an ~~specific~~ assigned Probation Department program or group.
- Conduct complete review of criminal cases and provide appropriate recommendations.
- Analyze individual cases and recognize areas of need to call upon appropriate services.
- Recognize personality types and varying behaviors; diffuse hostile and aggressive behavior.
- ~~—~~

Input, access and evaluate data using a computer case management system.

- Input, access and evaluate data using a computer case management system.
- Properly identify probationer-family interactions and provide necessary intervention.
- Comprehend and use legal terminology.
- Read and comprehend current law and legislation.
- Apply departmental assessment standards.
- Provide ~~supervised~~ assessments as to causes of illegal behavior and personal circumstances; maintain objectivity while assessing cases.
- Interview offenders, witnesses, and victims; use gathered information to provide guidance to assist offender's rehabilitation.

Counsel and interview clients and other concerned parties.

- Intervene in crises~~crisis~~ situations; defuse potentially hostile and aggressive behavior.
- ~~—~~ Multi-task; recognize problems Effectively manage a caseload, prioritize a work schedule, and manage time effectively while addressing multiple tasks and deadlines..
- ~~—~~ Input, access and priorities in evaluate data using a computer case management

~~system.~~

- ~~• Input, access and evaluate data using a computer case management system.~~
- ~~• Effectively manage a caseload and prioritize a work schedule; manage time effectively in addressing multiple tasks and deadlines.~~
- Communicate clearly and concisely, both orally and in writing; compose correspondence and write reports.
- Establish, maintain, Understand, interpret and foster positive explain laws, regulations and harmonious policies governing specific probation programs and operations.
- Establish and maintain cooperative working relationships with those contacted in.
- Determine the appropriate course of work action in emergency or stressful situations.

Experience and Education/Training

Experience:

~~One year of full-time work experience equivalent to a Deputy Probation Officer (Entry) with the County of Solano.~~

Education/Training:

~~A Bachelor's degree is required from an accredited college or university preferably in, criminal justice, social work, psychology, sociology or a closely related field.~~

- **SPECIAL** Deal firmly and fairly with offenders of various socio-economic backgrounds and temperaments.
- Make referrals to local and regional providers of social, medical and/or other specialized services.

PHYSICAL REQUIREMENTS:

Mobility and Dexterity: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, reaching, grasping, feeling (i.e. sense of touch), repetitive motion, crouching, and crawling. May be required at times to use force to restrain/subdue others. May involve prolonged standing. Possession of, or ability to obtain a valid Class C California driver's license is required.

- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.

- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Outdoor Work: Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- Work in a Jail/Juvenile Detention Facility (JDF): Employees in this class will occasionally be working in a jail/JDF environment and thus will be subject to exposure to communicable diseases, intense noises, odors, blood and other bodily fluids.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- High Risk Population: Employees in this class may be subject to people with a history of violence and mental health disorders and with disruptive or confrontational people.

OTHER REQUIREMENTS:

- Probation Officer Requirements:
 - Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.
 - Incumbents of this class have limited Peace Officer powers as delineated in the California Penal Code and must therefore meet training requirements with Penal Code Section 832 within twelve (12) months of appointment.
 - Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California government Code.
 - Must complete the Probation Core Course certified by the California Corrections Standards Authority within twelve (12) months.
 - Must pass a physical exam and psychological exam confirming fitness to be armed as a condition of hire.
 - Firearm Proficiency: Prior to assignment to an armed unit, employees must complete required firearm training which includes: an approved course on firearms pursuant to Penal Code Section 832; a review and acknowledgement of the Department's firearms policy; a Basic Force and Weaponry Course as selected by the Department; quarterly firearms qualification training; and other training required by the Department. Employees hired prior to this revision must pass a psychological examination confirming fitness to be armed prior to assignment to an armed unit.
 - Independent Travel: Incumbents are required to travel independently, for example, to meet with adult and/or juvenile offenders, their families, and other concerned parties.
 - Language Proficiency: Some positions allocated to this class may require the

applicant to speak, read and write in a language other than English.

CLASS HISTORY AND CLASS INFORMATION

- Date Approved by the Civil Service Commission:

Date: ~~May 2003~~

- **BOS Date:** Adopted by the Board of Supervisors: June 30, 2003
- Dates Revised: April 12, 2006,
- Dates Retitled and Previous Titles of the Class: N/A
- Class Code:

COUNTY OF SOLANO
CLASS SPECIFICATION
DEPUTY PROBATION OFFICER

Effective Date: XX/XX/XXXX

Effective Date of Revision: XX/XX/XXXX

Date of this Add/Delete: 04/12/16

CLASS SUMMARY:

Under general supervision, performs professional level casework in the investigation, assessment, supervision, enforcement, diagnosis and treatment of adult and juvenile offenders; ensures community safety by monitoring offender accountability and rehabilitation, and providing supervision to those who represent the greatest risk in the community. Some employees in the class of Deputy Probation Officer may be assigned to an armed unit in order to supervise caseloads of high-risk offenders and therefore will be, in accordance with department policy, authorized to carry firearms.

DISTINGUISHING CHARACTERISTICS:

This is the journey level class within the Deputy Probation Officer series. This class is distinguished from the

- **Deputy Probation Officer (Entry)** class which receives on the job training and performs assignments limited in scope under immediate supervision.
- **Deputy Probation Officer (Senior)** class which assists in the implementation and coordination of Department of Probation programs, conducts investigations, may manage complex or highly sensitive cases, may lead others, and performs administrative work as assigned.

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction and general supervision from a Deputy Probation Officer (Supervising) and may receive lead direction from a Deputy Probation Officer (Senior).
- Exercises no supervision over County employees; supervises case activity and progress.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Conducts review and analysis of information pertaining to alleged offense; receives and reviews police reports, booking sheets, and other information gathered; determines course of action based on review of information.
- Gathers information for the court in making a pretrial release decision, including conducting an objective pretrial risk assessment to evaluate risk of flight and re-offense.
- Learns field supervision techniques including conducting searches; works in concert with local law enforcement agencies to assist with investigations and conduct search and arrest operations; performs supervised investigations and assessments of offenders'

criminal behavior and circumstances; reviews information from attorneys, police, criminal history reports, motor vehicle reports, probation files, and any other paperwork pertaining to the current offense; interviews the offender, the family, criminal justice persons, and others concerned; applies sentencing criteria and makes sentencing recommendations to the judiciary; enters reports into evidence.

- Prepares a social history of the offender for the Court; interprets findings, reviews the Penal Code to determine aggravating and mitigating circumstances of the crime; recommends a plan of sentencing, placement and rehabilitation; composes correspondence and complex reports for Court use.
- Oversees and manages case activity; develops a comprehensive case plan; advises institutional staff of detention problems; informs offenders of mandated court appearances; obtains, prepares and completes a variety of required paperwork and gathers necessary signatures; contacts victims, law enforcement, treatment programs, other probation officers, and any other parties related to the case to provide and obtain information; provides input and recommendations at hearings; conducts visits to various locations to monitor offender conduct and compliance with probation terms; refers offender, family and/or victims to outside service agencies.
- Monitors and evaluates offenders' progress on a follow-up basis; evaluates extent to which probationer is making progress; determines compliance with conditions of probation or pre-trial release; re-assesses the frequency of contact needed during supervision; reclassifies cases no longer requiring personal contact; secures remedial action from the Court or other competent authority if necessary;
- Attends Court hearings and sentencing dates; reviews case files prior to appearing in court; acts as a witness for subpoenas and presents facts; makes recommendations regarding sentencing or dispositions of cases.
- Contacts victims to establish restitution and provide victims' rights information and uses crisis intervention skills as needed.
- May make arrests and conduct searches of persons, homes, schools, and/or places of employment; performs drug tests within chain of evidence procedures, when violations of probation occur; may transport offenders to and from jail, the Court, juvenile hall, community service agencies or medical appointments; reports criminal behavior to appropriate agencies.
- Coordinates various activities and exchange of information between agencies; discusses cases with district attorneys; contacts and consults with law enforcement, other correctional agencies, or other probation officers; visits placement facilities; conducts presentations at schools, community agencies, and civic groups; maintains relationships with schools, social services, law enforcement and other agencies; represents probation department in joint operations.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new trends in the field; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.
- Leads discussions in treatment groups using cognitive behavior techniques and/or other evidence-based strategies.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Bachelor's degree from an accredited college or university.
- **Experience:** One (1) year of full-time work experience equivalent to a Deputy Probation Officer (Entry) with the County of Solano.

Note:

- While a degree in a specific field is not required, the possession of 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.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid Class C California driver's license is required.
- Employees assigned to an armed unit must obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to assignment and must maintain the certification while assigned to the unit.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, practices and techniques of interviewing, counseling resistant-defensive behavior, personality theory and self-image, stress and change theory, self-awareness-objectivity techniques for understanding others and personality types.
- Standards for assessment of criminal offenses.
- Principles and standards for analyzing case information and providing appropriate recommendations regarding sentencing, placement and rehabilitation.
- Applicable State Code such as Penal, Welfare and Institution, Health and Safety, Vehicle, Fish and Game, Business and Professions, and local ordinances, rules and regulations.
- Casework report writing.
- Court procedures, rules and expectations.
- Crisis intervention methods and practices.
- Other department/agency functions and operations including District Attorney, Welfare, Mental Health, Sheriff, Municipal/Superior Court, local school districts and State Department of Corrections.

Skill and/or Ability to:

- Operate office equipment including a personal computer, copy and fax machines and printers.
- Utilize law enforcement tools including drug testing devices, physical restraints, and radios.
- Utilize firearms for self-defense, for the defense of others and/or to reduce the risk of threat in life-threatening situations when assigned to an armed unit.
- Plan, organize and administer an assigned Probation Department program or group.
- Conduct complete review of criminal cases and provide appropriate recommendations.

- Analyze individual cases and recognize areas of need to call upon appropriate services.
- Recognize personality types and varying behaviors; diffuse hostile and aggressive behavior.
- Input, access and evaluate data using a computer case management system.
- Properly identify probationer-family interactions and provide necessary intervention.
- Comprehend and use legal terminology.
- Read and comprehend current law and legislation.
- Apply departmental assessment standards.
- Provide assessments as to causes of illegal behavior and personal circumstances; maintain objectivity while assessing cases.
- Interview offenders, witnesses, and victims; use gathered information to provide guidance to assist offender's rehabilitation.
- Intervene in crisis situations; defuse potentially hostile and aggressive behavior.
- Effectively manage a caseload, prioritize a work schedule, and manage time effectively while addressing multiple tasks and deadlines..
- Communicate clearly and concisely, both orally and in writing; compose correspondence and write reports.
- Understand, interpret and explain laws, regulations and policies governing specific probation programs and operations.
- Establish and maintain cooperative working relationships.
- Determine the appropriate course of action in emergency or stressful situations.
- Deal firmly and fairly with offenders of various socio-economic backgrounds and temperaments.
- Make referrals to local and regional providers of social, medical and/or other specialized services.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, reaching, grasping, feeling (i.e. sense of touch), repetitive motion, crouching, and crawling. May be required at times to use force to restrain/subdue others. May involve prolonged standing.
- **Lifting, Carrying, Pushing and Pulling – Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.

- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- **Outdoor Work:** Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- **Work in a Jail/Juvenile Detention Facility (JDF):** Employees in this class will occasionally be working in a jail/JDF environment and thus will be subject to exposure to communicable diseases, intense noises, odors, blood and other bodily fluids.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **High Risk Population:** Employees in this class may be subject to people with a history of violence and mental health disorders and with disruptive or confrontational people.

OTHER REQUIREMENTS:

- **Probation Officer Requirements:**
 - Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.
 - Incumbents of this class have limited Peace Officer powers as delineated in the California Penal Code and must therefore meet training requirements with Penal Code Section 832 within twelve (12) months of appointment.
 - Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California government Code.
 - Must complete the Probation Core Course certified by the California Corrections Standards Authority within twelve (12) months.
 - Must pass a physical exam and psychological exam confirming fitness to be armed as a condition of hire.
 - **Firearm Proficiency:** Prior to assignment to an armed unit, employees must complete required firearm training which includes: an approved course on firearms pursuant to Penal Code Section 832; a review and acknowledgement of the Department's firearms policy; a Basic Force and Weaponry Course as selected by the Department; quarterly firearms qualification training; and other training required by the Department. Employees hired prior to this revision must pass a psychological examination confirming fitness to be armed prior to assignment to an armed unit.
 - **Independent Travel:** Incumbents are required to travel independently, for example, to meet with adult and/or juvenile offenders, their families, and other concerned parties.
 - **Language Proficiency:** Some positions allocated to this class may require the applicant to speak, read and write in a language other than English.

CLASS HISTORY AND CLASS INFORMATION

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors: June 30, 2003
- Dates Revised: April 12, 2006,
- Dates Retitled and Previous Titles of the Class: N/A
- Class Code:

COUNTY OF SOLANO
CLASS SPECIFICATION
DEPUTY PROBATION OFFICER (SENIOR)

Effective Date: XX/XX/XXXX

Effective Date of Revision: XX/XX/XXXX

Date of this Draft: 4/12/16

CLASS SUMMARY:

Under direction, assists in the implementations and coordinations of Department of Probation programs, conducts investigations, may manage complex or highly sensitive cases, may lead others, and performs administrative work as assigned. Some employees in the Deputy Probation Officer (Senior) class may be assigned to an armed unit in order to supervise caseloads of high-risk offenders and therefore will be, in accordance with department policy, authorized to carry firearms.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level class within the Deputy Probation Officer series. This class is distinguished from the

- **Deputy Probation Officer (Supervising)** class which is the supervisory class in the series; and the
- **Deputy Probation Officer** class which is the journey level class within the Deputy Probation Officer series and which is responsible for supervising a variety of adult and juvenile offenders with caseloads that vary from routine to difficult involving a wide range of offenses at both the pre and post-sentence stage of case supervision and which may take direction from a Deputy Probation Officer (Senior).

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction and general supervision from ~~the a~~ Deputy Probation Officer (Supervising).
- May provide direction or act as lead worker for lower level ~~or newly hired~~ employees.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Interviews adults and/or juveniles, their families and other concerned parties to determine the nature of difficulties; examines and analyzes reports of offenses to determine the necessity of detention and takes proper action to set detention hearings before the Juvenile Court; administers informal probation terms as directed by Court policy; conducts in-depth analysis and assessment; evaluates violation; recommends placement, etc.

- Performs independent investigations and assessments of offenders' criminal behavior and circumstances; makes recommendations regarding sentencing or dispositions of cases; enters reports into evidence.
- Attends Court hearings and sentencing dates; reviews case files prior to appearing in court; acts as a witness for subpoenas and presents facts and defends recommendations; represents the department in Court.
- Provides continuing supervision to juvenile or adult offenders makes referrals to obtain medical, psychiatric and psychological evaluations.
- Conducts case management functions; prepares case reviews; determines appropriate placement; obtains releases, contacts treatment providers, conducts ongoing interviews with client; makes recommendations, etc; develops case/treatment plan based upon the offender's background and nature and history of offense, providing intensive counseling to encourage behavior modification.
- Coordinates with placement institutions, law enforcement agencies and civil groups regarding program activities.
- Works with local law enforcement agencies to assist with investigations and conduct search and arrest operations; may make arrests and conduct searches of persons, homes, schools, and/or places of employment; performs drug tests within chain of evidence procedures, when violations of probation occur; may make arrests and searches of persons.
- May perform duties over Deputy Probation Officers and Deputy Probation Officers (Entry) such as:
 - providing on-the-job training and coaching;
 - passing on instructions received from supervisor and getting work started;
 - distributing work among staff;
 - monitoring status of work being performed and keeping supervisor informed of work progress and likelihood of meeting timelines and required deadlines;
 - in the absence of the supervisor, may ensure accuracy and timeliness of timesheets, monitoring leave schedules, approve written correspondence; and
 - ensuring work is performed safely and efficiently.
- Performs the same duties as the work being led.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new trends in the field; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Education:

- Education: Bachelor's degree from an accredited college or university.
- Experience: Two (2) years of full-time work experience equivalent to a journey level Deputy Probation Officer with Solano County.

Notes:

- 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.
- The Educational Requirement is not applicable to employees hired prior to the date of the 200613 revision.

~~Bachelor's degree or higher from an accredited college or university preferably in criminal justice, social work, psychology, sociology or a closely related field.~~

Experience:

~~Two (2) years of full-time work experience equivalent to a Deputy Probation Officer (journey level) with the County of Solano.~~

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- ~~Possession of, or ability to obtain,~~ a valid Class C California driver's license is required.
- Employees assigned to an armed unit must obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to assignment and maintain the certification while assigned to the unit.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Accepted techniques of adult and juvenile case investigation.
- Evidence based practices.
- Theories and principles of probation work and the psychological factors which may influence casework.
- Principles of social and correctional case and group work.
- Growth and development of children and the cause of delinquency.
- Family systems theory, behavior and motivational theories.
- Crisis intervention techniques; interviewing techniques.
- Community resources needed and available to assist in crime and delinquency prevention.

- Applicable State Code such as Penal, California Welfare and Institution, Code Health and Safety, Vehicle, Fish and Game, Business and Professions, and local ordinances, rules, and regulations. California Penal Code.
- Standard and accepted principles of leadership, on-the-job training, and work review.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as narrative reports.

Skill and/or Ability to:

- Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

- Plan, organize and administer a specific Probation Department program.
- Utilize firearms for self-defense, for the defense of others and/or to reduce the risk of threat in life-threatening situations when assigned to an armed unit.
- Understand, interpret and explain laws, regulations and policies governing specific probation programs and operations.
- Provide independent assessments as to causes of illegal behavior and personal circumstances; maintain objectivity while assessing cases.
- Intervene in crises situations; defuse potentially hostile and aggressive behavior.
- Effectively manage a caseload and prioritize a work schedule; manage time effectively in addressing multiple tasks and deadlines.
- Input, access, and evaluate data using a computer case management system.
- Distribute work and provide work directions, review work performance and conduct of staff, and provide on-the-job training to staff.

Use a computer to input and access data.

- Communicate effectively both verbally and in writing with people with diverse socio-economic backgrounds and temperaments.
- Establish and maintain cooperative working relationships.
- Determine the appropriate course of action in emergency or stressful situations.
- Prepare funding proposals and narrative and statistical reports.
- Deal firmly and fairly with offenders of various socio-economic backgrounds and temperaments.

- Make referrals to local and regional providers of social, medical and/or other specialized services.

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, reaching, grasping, feeling (i.e. sense of touch), repetitive motion, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). May be required at times to use force to restrain/subdue others. May involve prolonged standing.
- Lifting, Carrying, Pushing, and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Outdoor Work: Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- Work in a Jail/Juvenile Detention Facility (JDF): Employees in this class will occasionally be working in a jail/JDF environment and thus will be subject to exposure to communicable diseases, intense noises, odors, blood and other bodily fluids.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- High Risk Population: Employees in this class may be subject to people with a history of violence and mental health disorders and with disruptive and confrontational people.

OTHER REQUIREMENTS:

- Probation Officer Requirements:
 - Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.

- Must pass a physical exam and psychological evaluation confirming fitness to be armed as a condition of hire.
- Must complete the Probation Core Course certified by the California Corrections Standards Authority, or equivalent certifying agency, prior to appointment.
- Incumbents have limited Peace Officer powers as delineated in the California Penal Code and must therefore meet training requirements in accordance with Penal Code Section 832 within ~~six~~ twelve (12) months of appointment.
- Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.
- Firearm Proficiency: Prior to assignment to an armed unit, employees must ~~pass a psychological examination confirming fitness to be armed and complete required firearm training which includes: an approved course on firearms pursuant to Penal Code Section 832; a review and acknowledgement of the Department's firearms policy; a Basic Force and Weaponry Course as selected by the Department; quarterly firearms qualification training; and other training required by the Department.~~ Employees hired prior to this revision must also pass a psychological examination confirming fitness to be armed.
- Independent Travel: Incumbents are required to travel independently, for example, to meet with adult and/or juvenile offenders, their families, and other concerned parties.
- Language Proficiency: Some positions allocated to this class will require the applicant to speak, read and write in a language other than English.

CLASS HISTORY AND CLASS INFORMATION

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors: June 30, 2003
- Dates Revised: March 14, 2007; November 13, 2013
- Dates Retitled and Previous Titles of the Class: N/A
- Class Code:

~~*The Educational Requirement is not applicable to employees hired prior to the date of this revision.~~

COUNTY OF SOLANO
CLASS SPECIFICATION
DEPUTY PROBATION OFFICER (SENIOR)

Effective Date: XX/XX/XXXX

Effective Date of Revision: XX/XX/XXXX

Date of this Draft: 4/12/16

CLASS SUMMARY:

Under direction, assists in the implementation and coordination of Department of Probation programs, conducts investigations, may manage complex or highly sensitive cases, may lead others, and performs administrative work as assigned. Some employees in the Deputy Probation Officer (Senior) class may be assigned to an armed unit in order to supervise caseloads of high-risk offenders and therefore will be, in accordance with department policy, authorized to carry firearms.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level class within the Deputy Probation Officer series. This class is distinguished from the

- **Deputy Probation Officer (Supervising)** class which is the supervisory class in the series; and the
- **Deputy Probation Officer** class which is the journey level class within the Deputy Probation Officer series and which is responsible for supervising a variety of adult and juvenile offenders with caseloads that vary from routine to difficult involving a wide range of offenses at both the pre and post-sentence stage of case supervision and which may take direction from a Deputy Probation Officer (Senior).

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction and general supervision from a Deputy Probation Officer (Supervising).
- May provide direction or act as lead worker for lower level employees.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Interviews adults and/or juveniles, their families and other concerned parties to determine the nature of difficulties; examines and analyzes reports of offenses to determine the necessity of detention and takes proper action to set detention hearings before the Juvenile Court; administers informal probation terms as directed by Court policy; conducts in-depth analysis and assessment; evaluates violation; recommends placement, etc.

- Performs independent investigations and assessments of offenders' criminal behavior and circumstances; makes recommendations regarding sentencing or dispositions of cases; enters reports into evidence.
- Attends Court hearings and sentencing dates; reviews case files prior to appearing in court; acts as a witness for subpoenas and presents facts and defends recommendations; represents the department in Court.
- Provides continuing supervision to juvenile or adult offenders makes referrals to obtain medical, psychiatric and psychological evaluations.
- Conducts case management functions; prepares case reviews; determines appropriate placement; obtains releases, contacts treatment providers, conducts ongoing interviews with client; makes recommendations, etc; develops case/treatment plan based upon the offender's background and nature and history of offense, providing intensive counseling to encourage behavior modification.
- Coordinates with placement institutions, law enforcement agencies and civil groups regarding program activities.
- Works with local law enforcement agencies to assist with investigations and conduct search and arrest operations; may make arrests and conduct searches of persons, homes, schools, and/or places of employment; performs drug tests within chain of evidence procedures when violations of probation occur; may make arrests and searches of persons.
- May perform duties over Deputy Probation Officers and Deputy Probation Officers (Entry) such as:
 - providing on-the-job training and coaching;
 - passing on instructions received from supervisor and getting work started;
 - distributing work among staff;
 - monitoring status of work being performed and keeping supervisor informed of work progress and likelihood of meeting timelines and required deadlines;
 - in the absence of the supervisor, may ensure accuracy and timeliness of timesheets, monitoring leave schedules, approve written correspondence; and
 - ensuring work is performed safely and efficiently.
- Performs the same duties as the work being led.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new trends in the field; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Bachelor's degree from an accredited college or university.
- **Experience:** Two (2) years of full-time work experience equivalent to a journey level Deputy Probation Officer with Solano County.

Notes:

- 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.
- The Educational Requirement is not applicable to employees hired prior to the date of the 2013 revision.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid Class C California driver's license is required.
- Employees assigned to an armed unit must obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to assignment and maintain the certification while assigned to the unit.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Accepted techniques of adult and juvenile case investigation.
- Evidence based practices.
- Theories and principles of probation work and the psychological factors which may influence casework.
- Principles of social and correctional case and group work.
- Growth and development of children and the cause of delinquency.
- Family systems theory, behavior and motivational theories.
- Crisis intervention techniques; interviewing techniques.
- Community resources needed and available to assist in crime and delinquency prevention.
- Applicable State Code such as Penal, Welfare and Institution, Health and Safety, Vehicle, Fish and Game, Business and Professions, and local ordinances, rules, and regulations.
- Standard and accepted principles of leadership, on-the-job training, and work review.

- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as narrative reports.

Skill and/or Ability to:

- Operate office equipment including a personal computer, copy and fax machines and printers.
- Plan, organize and administer a specific Probation Department program.
- Utilize firearms for self-defense, for the defense of others and/or to reduce the risk of threat in life-threatening situations when assigned to an armed unit.
- Understand, interpret and explain laws, regulations and policies governing specific probation programs and operations.
- Provide independent assessments as to causes of illegal behavior and personal circumstances; maintain objectivity while assessing cases.
- Intervene in crises situations; defuse potentially hostile and aggressive behavior.
- Effectively manage a caseload and prioritize a work schedule; manage time effectively in addressing multiple tasks and deadlines.
- Input, access, and evaluate data using a computer case management system.
- Distribute work and provide work directions, review work performance and conduct of staff, and provide on-the-job training to staff.
- Communicate effectively both verbally and in writing with people with diverse socio-economic backgrounds and temperaments.
- Establish and maintain cooperative working relationships.
- Determine the appropriate course of action in emergency or stressful situations.
- Prepare funding proposals and narrative and statistical reports.
- Deal firmly and fairly with offenders of various socio-economic backgrounds and temperaments.
- Make referrals to local and regional providers of social, medical and/or other specialized services.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, reaching, grasping, feeling (i.e. sense of touch), repetitive motion,

crouching, and crawling. May be required at times to use force to restrain/subdue others. May involve prolonged standing.

- Lifting, Carrying, Pushing, and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Outdoor Work: Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- Work in a Jail/Juvenile Detention Facility (JDF): Employees in this class will occasionally be working in a jail/JDF environment and thus will be subject to exposure to communicable diseases, intense noises, odors, blood and other bodily fluids.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- High Risk Population: Employees in this class may be subject to people with a history of violence and mental health disorders and with disruptive and confrontational people.

OTHER REQUIREMENTS:

- Probation Officer Requirements:
 - Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.
 - Must pass a physical exam and psychological evaluation confirming fitness to be armed as a condition of hire.
 - Must complete the Probation Core Course certified by the California Corrections Standards Authority, or equivalent certifying agency, prior to appointment.
 - Incumbents have limited Peace Officer powers as delineated in the California Penal Code and must therefore meet training requirements in accordance with Penal Code Section 832 within twelve (12) months of appointment.

- Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.
- Firearm Proficiency: Prior to assignment to an armed unit, employees must complete required firearm training which includes: an approved course on firearms pursuant to Penal Code Section 832; a review and acknowledgement of the Department's firearms policy; a Basic Force and Weaponry Course as selected by the Department; quarterly firearms qualification training; and other training required by the Department. Employees hired prior to this revision must also pass a psychological examination confirming fitness to be armed.
- Independent Travel: Incumbents are required to travel independently, for example, to meet with adult and/or juvenile offenders, their families, and other concerned parties.
- Language Proficiency: Some positions allocated to this class will require the applicant to speak, read and write in a language other than English.

CLASS HISTORY AND CLASS INFORMATION

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors: June 30, 2003
- Dates Revised: March 14, 2007; November 13, 2013
- Dates Retitled and Previous Titles of the Class: N/A
- Class Code:

COUNTY OF SOLANO

CLASS SPECIFICATION

DEPUTY PROBATION OFFICER (SUPERVISING)

Rev. 04/06

DEFINITION

Effective Date: April, 2006

Effective Date of Revision: XX/XX/XXXX

Date of this Draft: 0412/2016

CLASS SUMMARY:

Under direction, plans, organizes and supervises a unit of Deputy Probation Officers ~~in the~~who conduct ~~of~~ investigations and development ~~probation~~ recommendations for the Courts; serves as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

~~This is a first level, supervisory class in the Deputy Probation Officer series.~~ Incumbents are responsible for a work unit of Deputy Probation Officers engaged in making assessments, preparing probation reports and/or supervising adult or juvenile probationers. Employees in this class also perform project and program management. ~~This class is distinguished from Probation Services Manager in that the latter is a Division Head responsible for managing all probation services~~ Some Deputy Probation Officer (Supervising) may supervise employees in an armed unit in order to supervise caseloads of high-risk offenders and therefore will be, in accordance with department policy, authorized to carry firearms.

DISTINGUISHING CHARACTERISTICS:

~~This is a first level, supervisory class in the Deputy Probation Officer series.~~ This class is distinguished from the

- Probation Services Manager class which is responsible for managing all probation services within a division in the Department.
- Deputy Probation Officer (Senior) class which assists in the implementations and coordinations of probation programs, conducts investigations, may manage complex or highly sensitive cases, and performs administrative work as assigned.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction and general supervision from a management level employee.
- Exercises supervision over ~~technical and clerical staff~~ assigned employees.

EXAMPLES OF DUTIES ~~Duties may include but are not limited to the following:~~

~~Establishes~~ ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs supervisory duties to direct reports such as:
 - establishing work standards and expectations by providing each subordinate with a clear model of work performance including tasks involved, skill required and how the same will be evaluated; designs designing and provides providing examples, models and resource materials for subordinates.
 - Evaluates evaluating subordinate personnel; reviews reviewing work performance of subordinate personnel by reading reports, completing, reviewing and evaluating with discussion, where necessary; maintains maintaining journal of evaluation meetings with assigned staff.
 - Makes making recommendations for hiring new personnel or for promotions; makes making recommendations regarding disciplinary actions when needed; chairs chairing regular meetings with assigned staff to receive input and provide communication concerning work progress, departmental policies and procedures.
 - Corrects correcting work performance when necessary, by pointing out standards expected and ascertaining causes for failure to meet standards; trains training or arranges arranging for training for staff.
 - Manages managing and monitors monitoring staff assignments by auditing work hours and type of cases assigned; adjusting schedules and keeping track of overtime; assigning custody cases on an as needed basis to streamline the work flow.

~~Maintains professional relationships by meeting with Judges, District Attorneys, Public Defenders and department management to analyze work process and progress and to resolve problems; meets with the public, clients, or victims as necessary, to review casework or resolve complaints.~~

- Represents the Department in community outreach efforts by:

- developing and maintaining collaborative partnerships with community leaders, local, regional, and statewide organizations, non-profit agencies, local businesses, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department's goals and services;
 - representing the Department's mission and vision within these "partnerships";
 - representing the Department in a variety of community outreach activities and public awareness programs;
 - speaking to groups and individuals regarding departmental activities and services; and
 - participating as an active and contributing member of designated community organizations, committees/project teams, and special interest work groups as a representative of the Department.
- Works in concert with local law enforcement agencies to assist with investigations and conduct search and arrest operations; may make arrests and conduct searches of persons, homes, schools, and/or places of employment; performs drug tests within chain of evidence procedures, when violations of probation occur; may make arrests and searches of persons; performs drug tests within chain of evidence procedures, when violations of probation occur.
 - Develops grant proposals and monitors implementation; assists in the development of and manages long and short term programs and projects; monitors quality and evaluates the effectiveness and efficiency of staff in performing activities related to the project; modifies, enhances or maintains program operations or objectives based on the evaluation; writes reports.
 - Keeps/Remains abreast of legislative changes and assists in planning proper work flow or department response to those changes; prepares work program statistics for annual report and assures assigned staff have completed required training; may be assigned additional administrative and/or supervisory responsibility.
 - Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends meetings, training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- Education: A Bachelor's degree from an accredited college or university;

- Experience: Three (3) years of full-time work experience equivalent to a Deputy Probation Officer (journey level) or one (1) year as a Deputy Probation Officer (Senior) with the County of Solano.

Note:

- While a degree in a specific field is not required, the possession of Bachelor's degree or higher in one of the one 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.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid Class C California driver's license is required.
- Employees assigned to an armed unit must obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to assignment and must maintain the certification while assigned to the unit.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- ~~Thorough knowledge of problem solving techniques, adolescent and adult psychology; family dynamics and family systems.~~
- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Evidenced based practices.
- Problem solving techniques, adolescent and adult psychology; family dynamics and family systems.
- Physical, sexual, drug and alcohol abuse, and treatments for same.
- The Applicable State Welfare and Institutions Codes, such as Penal, Welfare and Institution, Health and Safety, Vehicle, Fish and Game, Business and Professions and Vehicle Codes, and local ordinances, rules and regulations.
- Municipal and Superior Court rules and procedures.
- ~~Considerable knowledge of~~ County Probation Department policies, procedures and standards.

~~Effective supervisory techniques.~~

- ~~Working knowledge of~~ Public personnel policies, grievance procedures and disciplinary policies.

~~Community resources.~~

- Effective meeting management.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing and completing numerical, budgetary, and/or statistical reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize their work.
- Utilize firearms, if authorized, for self-defense or the defense of others in life-threatening situations
- Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

~~Plan, organize and supervise line Probation services.~~

- Interpret and explain laws, regulations and policies governing probation program operations.
- Collect and analyze data to establish/identify needs; evaluate program effectiveness.
- Prepare narrative and statistical reports.
- Comply with laws, regulations and professional practices governing probation program services and operations.

~~Supervise the work of others engaged in probation activity.~~

- Organize and prioritize work assignments.
- Communicate clearly and concisely, both orally and in writing; compose correspondence independently; proofread, analyze and edit Probation reports.
- Establish, maintain, Manage a variety of simultaneous work projects and foster positive and harmonious carry them through to successful completion.

- Determine the appropriate course of action in crisis and/or emergency situations.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the course of performance of work required duties.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

~~Three (3) years of full-time work experience equivalent to a Deputy Probation Officer (journey level) or one (1) year as a Deputy Probation Officer (Senior) with the County of Solano.~~

Education/Training:

~~A Bachelor's degree is required from an accredited college or university, preferably in criminal justice, social work, psychology, sociology or a closely related field.~~

- ~~SPECIAL~~ ~~Administer~~ ~~Monitor~~ grants activity according to designated guidelines and regulations.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain accurate records and document actions taken.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.
- Maintain confidentiality of records and information per pertinent laws/regulations.

PHYSICAL REQUIREMENTS:

~~Possession of, or ability to obtain, a valid Class C California driver's license is required.~~

- Mobility and Dexterity: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, reaching, grasping, feeling (i.e. sense of touch), repetitive motion, crouching, and crawling. May be required at times to use force to restrain/subdue others. May involve prolonged standing.

- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Outdoor Work: Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- Work in a Jail/Juvenile Detention Facility (JDF): Employees in this class will occasionally be working in a jail/JDF environment and thus will be subject to exposure to communicable diseases, intense noises, odors, blood and other bodily fluids.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- High Risk Population: Employees in this class may be subject to people with a history of violence and mental health disorders or with disruptive and confrontational people.

OTHER REQUIREMENTS:

- Probation Officer Requirements:
 - Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.
 - Incumbents ~~of this class~~ have limited Peace Officer powers as delineated in the California Penal Code and must meet training requirements in accordance with Penal Code Section 832 within ~~six (6)~~twelve (12) months of appointment.

~~Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.~~

- ~~• Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.~~
- Completion of the Probation Core Course certified by the California Corrections Standards Authority unless such training was not mandated at the time the candidate was initially employed as a Deputy Probation Officer, is required prior to appointment.
- Must pass a physical exam and psychological exam confirming fitness to be armed as a condition of hire.

SUPPLEMENTAL INFORMATION

~~Independent travel is required.~~

ADA COMPLIANCE

- ~~•~~
- ~~• Sensory Requirements: Requires the ability to recognize and identify colors, shapes, sounds, forms, tastes or textures associated with job-related objects, materials and tasks.~~
- ~~•~~
- ~~• Environmental Factors: Requires the ability to work under conditions where there is a moderate degree of exposure to environmental factors posing a risk of injury or illness. Work includes exposure to potentially hostile or irate people.~~
- ~~•~~
- ~~•~~
- ~~•~~
- ~~•~~
- ~~•~~
- ~~• Yolanda Irigon~~
- ~~• Director of Human Resources~~
- ~~•~~
- ~~•~~
- ~~•~~
- CSC Firearm Proficiency: Prior to assignment to an armed unit, employees must pass a psychological examination confirming fitness to be armed and complete required firearm training which includes: an approved course on firearms pursuant to Penal Code Section 832; a review and acknowledgement of the Department's firearms policy; a Basic Force and Weaponry Course as selected by the Department; quarterly firearms qualification training; and other

training required by the Department. Employees hired prior to this revision must also pass a psychological examination confirming fitness to be armed.

- Independent Travel: Incumbents are required to travel independently, for example, to meet with adult and/or juvenile offenders, their families, and other concerned parties.
- Language Proficiency: Positions allocated to this class may require bilingual skills. Some positions allocated to this class may require the applicant to speak, read and write in a language other than English.

CLASS HISTORY AND CLASS INFORMATION

Date : ~~April 12, 2006~~

- Established ~~Date~~: May 2001
- ~~BOS~~ Date Approved by the Civil Service Commission: April 12, 2006
- Date: Adopted by the Board of Supervisors: June 30, 2003
- Dates Revised: April 12, 2006.
- Dates Retitled and Previous Titles of the Class: N/A
- Class Code:

COUNTY OF SOLANO
CLASS SPECIFICATION
DEPUTY PROBATION OFFICER (SUPERVISING)

Effective Date: XX/XX/XXXX

Effective Date of Revision: XX/XX/XXXX

Date of this Draft: 04/12/2016

CLASS SUMMARY:

Under direction, plans, organizes and supervises a unit of Deputy Probation Officers who conduct investigations and development recommendations for the Courts; serves as a member of the department's management/supervisory team. Incumbents are responsible for a work unit of Deputy Probation Officers engaged in making assessments, preparing probation reports and/or supervising adult or juvenile probationers. Employees in this class also perform project and program management. Some Deputy Probation Officer (Supervising) may supervise employees in an armed unit in order to supervise caseloads of high-risk offenders and therefore will be, in accordance with department policy, authorized to carry firearms.

DISTINGUISHING CHARACTERISTICS:

This is a first level, supervisory class in the Deputy Probation Officer series. This class is distinguished from the

- **Probation Services Manager** class which is responsible for managing all probation services within a division in the Department.
- **Deputy Probation Officer (Senior)** class which assists in the implementation and coordination of probation programs, conducts investigations, may manage complex or highly sensitive cases, and performs administrative work as assigned.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction and general supervision from a management level employee.
- Exercises supervision over assigned employees.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs supervisory duties to direct reports such as:
 - establishing work standards and expectations by providing each subordinate with a clear model of work performance including tasks involved, skill required and how

the same will be evaluated; designing and providing examples, models and resource materials for subordinates.

- evaluating subordinate personnel; reviewing work performance of subordinate personnel by reading reports, completing, reviewing and evaluating with discussion, where necessary; maintaining journal of evaluation meetings with assigned staff.
- making recommendations for hiring new personnel or for promotions; making recommendations regarding disciplinary actions when needed; chairing regular meetings with assigned staff to receive input and provide communication concerning work progress, departmental policies and procedures.
- correcting work performance when necessary, by pointing out standards expected and ascertaining causes for failure to meet standards; training or arranging for training for staff.
- managing and monitoring staff assignments by auditing work hours and type of cases assigned; adjusting schedules and keeping track of overtime; assigning custody cases on an as needed basis to streamline the work flow.
- Represents the Department in community outreach efforts by:
 - developing and maintaining collaborative partnerships with community leaders, local, regional, and statewide organizations, non-profit agencies, local businesses, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department's goals and services;
 - representing the Department's mission and vision within these "partnerships";
 - representing the Department in a variety of community outreach activities and public awareness programs;
 - speaking to groups and individuals regarding departmental activities and services; and
 - participating as an active and contributing member of designated community organizations, committees/project teams, and special interest work groups as a representative of the Department.
- Works in concert with local law enforcement agencies to assist with investigations and conduct search and arrest operations; may make arrests and conduct searches of persons, homes, schools, and/or places of employment; performs drug tests within chain of evidence procedures, when violations of probation occur; may make arrests and searches of persons; performs drug tests within chain of evidence procedures, when violations of probation occur.
- Develops grant proposals and monitors implementation; assists in the development of and manages long and short term programs and projects; monitors quality and evaluates the effectiveness and efficiency of staff in performing activities related to the project; modifies, enhances or maintains program operations or objectives based on the evaluation; writes reports.
- Remains abreast of legislative changes and assists in planning proper work flow or department response to those changes; prepares work program statistics for annual

report and assures assigned staff have completed required training; may be assigned additional administrative and/or supervisory responsibility.

- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends meetings, training programs, workshops and seminars as appropriate.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** A Bachelor's degree from an accredited college or university;
- **Experience:** Three (3) years of full-time work experience equivalent to a Deputy Probation Officer (journey level) or one (1) year as a Deputy Probation Officer (Senior) with the County of Solano.

Note:

- While a degree in a specific field is not required, the possession of Bachelor's degree or higher in one of the one 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.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid Class C California driver's license is required.
- Employees assigned to an armed unit must obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to assignment and must maintain the certification while assigned to the unit.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Evidenced based practices.
- Problem solving techniques, adolescent and adult psychology; family dynamics and family systems.
- Physical, sexual, drug and alcohol abuse, and treatments for same.
- Applicable State Codes such as Penal, Welfare and Institution, Health and Safety, Vehicle, Fish and Game, Business and Professions, and local ordinances, rules and regulations.
- Municipal and Superior Court rules and procedures.
- County Probation Department policies, procedures and standards.

- Public personnel policies, grievance procedures and disciplinary policies.
- Effective meeting management.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing and completing numerical, budgetary, and/or statistical reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize their work.
- Utilize firearms, if authorized, for self-defense or the defense of others in life-threatening situations
- Operate office equipment including a personal computer, copy and fax machines and printers.
- Interpret and explain laws, regulations and policies governing probation program operations.
- Collect and analyze data to establish/identify needs; evaluate program effectiveness.
- Prepare narrative and statistical reports.
- Comply with laws, regulations and professional practices governing probation program services and operations.
- Organize and prioritize work assignments.
- Communicate clearly and concisely, both orally and in writing; compose correspondence independently; proofread, analyze and edit Probation reports.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Determine the appropriate course of action in crisis and/or emergency situations.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Monitor grant activity according to designated guidelines and regulations.

- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain accurate records and document actions taken.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.
- Maintain confidentiality of records and information per pertinent laws/regulations.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, reaching, grasping, feeling (i.e. sense of touch), repetitive motion, crouching, and crawling. May be required at times to use force to restrain/subdue others. May involve prolonged standing.
- **Lifting, Carrying, Pushing and Pulling – Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- **Outdoor Work:** Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- **Work in a Jail/Juvenile Detention Facility (JDF):** Employees in this class will occasionally be working in a jail/JDF environment and thus will be subject to exposure to communicable diseases, intense noises, odors, blood and other bodily fluids.

- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- High Risk Population: Employees in this class may be subject to people with a history of violence and mental health disorders or with disruptive and confrontational people.

OTHER REQUIREMENTS:

- Probation Officer Requirements:
 - Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.
 - Incumbents have limited Peace Officer powers as delineated in the California Penal Code and must meet training requirements in accordance with Penal Code Section 832 within twelve (12) months of appointment.
 - Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.
 - Completion of the Probation Core Course certified by the California Corrections Standards Authority unless such training was not mandated at the time the candidate was initially employed as a Deputy Probation Officer, is required prior to appointment.
 - Must pass a physical exam and psychological exam confirming fitness to be armed as a condition of hire.
 - Firearm Proficiency: Prior to assignment to an armed unit, employees must complete required firearm training which includes: an approved course on firearms pursuant to Penal Code Section 832; a review and acknowledgement of the Department's firearms policy; a Basic Force and Weaponry Course as selected by the Department; quarterly firearms qualification training; and other training required by the Department. Employees hired prior to this revision must also pass a psychological examination confirming fitness to be armed.
 - Independent Travel: Incumbents are required to travel independently, for example, to meet with adult and/or juvenile offenders, their families, and other concerned parties.
 - Language Proficiency: Positions allocated to this class may require bilingual skills. Some positions allocated to this class may require the applicant to speak, read and write in a language other than English.

CLASS HISTORY AND CLASS INFORMATION

- [Date](#) Established: May 2001
- Date Approved by the Civil Service Commission: April 12, 2006
- Date Adopted by the Board of Supervisors: June 30, 2003

- Dates Revised: April 12, 2006,
- Dates Retitled and Previous Titles of the Class: N/A
- Class Code:



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 16-0019 **Contact:** Marc Fox, 784-2552
Agenda date: 5/11/2016 **Final action:**
Title: Civil Service Jurisdiction for Appeals on Minimum Qualifications of Applicants; definitions of "required", "preferred" and "typical"
Governing body: Civil Service Commission
District:
Attachments: [CSC Item 14-0030](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Published Notice Required? Yes ___ No X
Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

Receive information from the Director of Human Resources on disqualification appeals and minimum qualifications; receive information on definition of specific terms.

SUMMARY:

At the Commission's April 13, 2016 meeting, SEIU Chief Steward Nadeen Roach addressed the Commission concerning Civil Service Rule 4.09, which states that job applicants who fail to meet the qualification guidelines may appeal in writing to the Director of Human Resources, and the Director's decision is final. Ms. Roach asked that the Commission review Rule 4.09 and she also questioned the differences between "preferred", "required" and "typical" within the minimum qualifications. The following is information on these matters.

DISCUSSION:

Appeals on Minimum Qualifications of Applicants

From our records, it appears that the Commission first met in December 1966 and those meeting minutes reflect, in part, "Mr. Soanes stated he felt a Personnel Director was needed right now, for until one had been procured the commission would be responsible for everything." By unanimous vote, the Personnel Director was appointed in February 1967.

The oldest copy of the Civil Service Rules within the Human Resources Department is dated **February 13, 1968**. In this version, Rules 4.12 and 4.18 apply:

4.12 Notice of Action on Application

Each person who files an application shall be notified of the acceptance or rejection of his application. Applicants rejected as not meeting the minimum qualifications shall be notified as to the specific reason

for the rejection. Applications found incomplete or deficient may be corrected before the date of the examination. Requirements of minimum qualifications must be satisfied no later than the date of the written examination.

4.18 Disqualification of Applicants or Candidates

The Personnel Director may refuse to examine an applicant or after examination may disqualify a candidate, or remove his name from the eligible list for any of the following reasons:

- (a) If he is found to lack any of the requirements or qualifications established for the examination.”...

Last paragraph: “A disqualified applicant, candidate, or eligible shall be promptly notified of such action. The Personnel Director’s decision on any item in this section may be appealed to the Civil Service Commission.”

At the **May 11, 1977** meeting, the Civil Service Commission amended the Civil Service Rules, including the following revisions to Rules 4.12 and 4.18:

4.12 Notice of Action on Application

“Each person who files an application shall be notified of the acceptance or rejection of his application. Applicants rejected as not meeting the minimum qualifications shall be notified as to the specific reason for the rejection. Applicants electing to challenge such rejections may file their appeal in writing with the Director of Personnel **whose decision shall be final**. Applicants found incomplete or deficient may be corrected before the date of the examination. Requirements of minimum qualifications must be satisfied no later than the date of the written examination.” [emphasis added]

4.18 Disqualification of Applicants or Candidates

“The Personnel Director may refuse to examine an applicant or after examination may disqualify a candidate, or remove the name from the eligible list for any of the following reasons:

- (a) If he is found to lack any of the requirements or qualifications established for the examination.”

...

Last paragraph: “A disqualified applicant, candidate, or eligible shall be promptly notified of such action. Individuals electing to appeal any phase of the examination or selection process shall file their appeal following the procedure set forth in Section 4.12 or 5.29 of these rules. Persons alleging discrimination may elect to have their complaints processed through the discrimination complaint procedure in accordance with Section 1.03, but shall not file under both sections.”

Twenty years later, at the **January 8, 1997** Civil Service Commission meeting, the Commissioners reviewed Section 4 of the Civil Service Rules and made the following revision (old wording crossed out, replacement wording underlined) of Section 4.12, reconfirming the Director’s decision as final:

4.12 4.09 Notice of Action on Application/Right of Appeal

“Each person who files an application shall All applicants will be notified of the acceptance or rejection of his their application. Applicants rejected as not meeting the minimum qualifications shall be notified as to the specific reason for the rejection. Applicants electing to challenge such rejections who fail to meet the qualification guidelines may file their appeal in writing with the Director of Personnel Human Resources **whose decision shall be final**.” [emphasis added]

At the **December 10, 2003** Civil Service Commission meeting, the Commission was asked to consider the request by SEIU to conduct a hearing on the appeal of an application regarding her disqualification for Child

Support Specialist (Senior). The merits of whether the applicant was correctly disqualified was not under review by the Commission; rather, under consideration was whether the Commission had jurisdiction for appeals on minimum qualifications of applicants. The Commission unanimously upheld the findings of the Director of Human Resources regarding appeals.

At the March 13, 2013 Commission meeting, SEIU Chief Steward Nadeen Roach addressed the Commission concerning Civil Service Rule 4.09 and asked that the Commission review this matter. At the **April 10, 2013** Commission meeting, the Director of Human Resources presented information to the Commission on their jurisdiction for appeals on minimum qualifications of applicants. The Commission upheld the existing Rule.

My predecessor in 2003, Yolanda Irigon told the Commission, "The Solano County Department of Human Resources processes over 6000 applications a year, and hires approximately 300 employees. Staff, on a regular basis, reviews these applications for MQs [minimum qualifications]. If the Commission was to hear every applicant who is disqualified, the Commission would be meeting every day of the year to accommodate disqualified applicants."

I agree with her sentiment. During the first 10 months of this fiscal year (July 2015 - April 2016), the Human Resources Department reviewed 10,945 applications for 202 recruitments and processed 652 staffing requisitions. While I disagree slightly with Ms. Irigon's remarks, I do agree that the Commission would meet quite frequently - even weekly - should the Commission have jurisdiction for appeals on minimum qualifications of applicants. Alternatively, maintaining a monthly meeting schedule would substantially delay the County's ability to test applicants and hire them into positions. This delay, I believe, would be a substantial disadvantage to the County in its abilities to attract and hire highly qualified applicants for positions as we are in a very competitive job market and highly qualified applicants often have choice in where to work.

Administratively, when an appeal is received, I direct a Human Resources Analyst (different than the Analyst who made the initial disqualification determination) to review the application and minimum qualifications. That Human Resources Analyst then provides me the analysis and I make the determination. Importantly, the Analyst who made the initial disqualification determination **does not** reexamine the application.

The Director of Human Resources requires extensive human resources experience and knowledge. The job description for the Director requires progressively responsible management or supervisory level experience in local public sector human resources that demonstrates possession of and competency in the requisite knowledge and abilities. Extensive knowledge of laws, regulations, principles and practices affecting personnel, human resources and employee relations in the public sector, job analysis and evaluation methods, principles of recruitment and selection, are a portion of the knowledge required by the incumbent.

The existing rule has worked well for the past 39 years (including confirmation of the Rule 17 years ago and 3 years ago).

The Director of Human Resources recommends maintaining Civil Service Rule 4.09.

Of note, one of the amendments the Director of Human Resources is considering would be to change the deadline on when an applicant may correct an incomplete or deficiency within the application. The existing Civil Service Rule provides that an incomplete or deficient application must be corrected by the final filing date. The amendment under consideration is to amend from "final filing date" to "appeal deadline date." All County exclusive representative organizations have been notified of this, and other, proposed amendments. The Director of Human Resources contemplates bringing forward proposed Civil Service Rule amendments to the Commission, for the Commission's consideration, later this year.

Information on "preferred", "required" and "typical"

The **October 8, 2014** staff report is attached.

Deputy County Counsel JoAnn Parker provided on June 11, 2014 the following definitions to the Commission:

Black's Law diction defines "**preferred**" as possessing or accorded a priority, advantage or privilege, generally denoting a prior or superior claim or right.

Burton's Legal Thesaurus provides that "**required**" is synonymous with the terms compulsory, mandatory, indispensable, integral, requisite.

From a legal perspective, words are viewed in light of their clear meaning in the context of its use.

Black's Law dictionary defined typical as "representative of the group." The Merriam-Webster dictionary defines typical as "constituting or having the nature of a type; combining or exhibiting the essential characteristics of a group; conforming to a type." Reprinting from Counsel JoAnn Parker's earlier remark, "From a legal perspective, words are viewed in light of their clear meaning in the context of its use."

ALTERNATIVES:

Not applicable.

OTHER AGENCY INVOLVEMENT:

Not applicable.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

Receive Informational Update on the Interpretation of “Preferred” within Select Classifications’ Minimum Qualifications

HUMAN RESOURCES’ RECOMMENDATION:

The Director of Human Resources recommends that the Commission receive this information report.

SUMMARY:

At the August 13, 2014, meeting, the Commission passed a motion to have a clarification and discussion on the difference between “preferred” and “required” within the minimum qualifications of classification specifications. This staff report provides a summary of events concerning this topic.

DISCUSSION:

Deputy County Counsel JoAnn Parker provided on June 11, 2014, the following definitions to the Commission:

Black’s Law dictionary defines “**preferred**” as possessing or accorded a priority, advantage or privilege, generally denoting a prior or superior claim or right.

Burton’s Legal Thesaurus provides that “**required**” is synonymous with the terms compulsory, mandatory, indispensable, integral, requisite.

From a legal perspective, words are viewed in light of their clear meaning in the context of its use.

The Human Resources Department is reviewing employment applications for those minimum qualifications which are required. Due to the number of qualified applications received, if a specific classification specification also includes preferred qualifications, then the qualified applications are further screened with priority given to those with the supplemental (preferred) qualifications.

Previously, at the August 14, 2013, Commission meeting, the Commission revised the classification description of Eligibility Benefits Specialist Supervisor. As noted within the staff report:

At the March 13, 2013, Civil Service Commission meeting, SEIU representatives expressed concern regarding the minimum educational requirements for Eligibility Benefits Specialist (EBS) Supervisor, which is a promotional opportunity for SEIU represented employees. In particular, the current minimum educational requirements state that 30 of the required 60 semester units be in preferred fields of study, which caused some SEIU members’ applications to be denied for lack of the preferred 30 units.

The Human Resources and Health & Social Services Departments reviewed the classification specification’s minimum qualifications. This class specification was last revised in December of 2000. In determining how best to revise the experience and education requirements, similar classes in other counties governed by the State Merit System were reviewed. Human Resources and the Health & Social Services

Department (Department) found that, at a minimum, the Eligibility Benefits Specialist's minimum qualifications should be clarified and, more specifically, that revisions were appropriate. The proposed changes effectively 1) broaden the lead/supervisory experience to include lead/supervisory experience outside social services programs, and 2) eliminate the reference to 30 of 60 semester units and add additional fields of study to broaden the education requirements.

The adopted revision was in direct relationship to the perceived (mis)application and/or (mis)interpretation and context of the following educational minimum qualification:

Completion of any combination of 60 semester, 80 quarter units, or 90 continuing education credits including the equivalent of 30 semester units, 40 quarter units or 45 continuing education credits preferably in behavioral science, sociology, psychology, counseling, vocational guidance or any coursework related to public assistance grant programs or the provision of employment services. This required coursework may be obtained through accredited colleges, universities, university extension, business school, or employer provided career development training, for which continuing education units are earned. A continuing education unit is equivalent to point sixty (.60) semester units.

The revised classification description eliminated the opportunity for a misapplication and/or misinterpretation of the educational minimum requirements. The revised educational minimum qualification now reads:

An Associate's degree or completion of equivalent credit units from an accredited college or university is required preferably in behavioral science, business administration, humanities, public administration, social science or a related field.

A Bachelor's degree from an accredited college or university in the above fields of study or a related field is preferred.

A Bachelor's degree in the above fields of study or a related field may be substituted for one year of the required experience except for the lead or supervisory experience.

Similarly, at the October 9, 2013, Commission meeting, the Commission revised the classification descriptions of Employment Resources Specialist Supervisor, Special Programs Supervisor, and Program Specialist.

At the November 13, 2013, Commission meeting, the Commission revised the classification description of Employment/Eligibility Services Manager.

On June 11, 2014, the Director of Human Resources wrote to the Commission:

Members of the Commission may recall discussion several months ago as to when, or even whether, a classification's listing of minimum qualifications which includes the word "preferred" denotes a requirement for specific education and/or experience or whether it denotes a desirable (i.e., nice to have) education and/or experience.

The Commission may also recall that several Health and Social Services classifications which included this confusing language have been amended by the Commission.

The balance of the classifications with the preferred language are positions represented by SEIU. The County and SEIU have reached agreement on a new interpretation, and that interpretation resolves any confusion and/or misinterpretation. Attachment A provides an example of the minimum qualifications for Appeals Specialist and the interpretation of those minimum qualifications.

In the latest recruitment, the job announcement listed the minimum qualifications as shown in the "interpretation" column. This is consistent with the Civil Service Rules' job posting requirements.

I am available should any Commissioner have any questions or concerns.

Since amendment to the various classification descriptions, including the above interpretation, the Human Resources Department has received zero complaints regarding its review of employment applications regarding required/preferred qualifications. The Human Resources Department will continue to monitor classification descriptions and suggest future revisions should there be any potential misapplication and/or misinterpretation of the necessary minimum qualifications.

ALTERNATIVES:

The Commission could decide to not receive this update; however, that would be contrary to the Commission's August 13, 2014, meeting motion to discuss the terms "preferred" and "required."

OTHER AGENCY INVOLVEMENT:

Other County departments were not involved in the preparation of this report.