

Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, October 28, 2015 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
President Wayne Caruthers
Vice President Betsey Nash, SPHR
Robert Bergman
William Tappan
Erwin Ohanessian

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**
The following draft minutes are submitted for approval:
 - a. August 26, 2015
4. **Specifications – Revised**
 - a. Chief Deputy Probation Officer
5. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
6. **Adjournment**

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, August 26, 2015 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Wayne Caruthers, President
Betsey Nash, SPHR, Vice President
Robert Bergman
William Tappan
Erwin Ohannesian

MINUTES

Present: President Caruthers, Commissioner Robert Bergman, Commissioner Ohannesian
Absent: Vice President Nash, Commissioner William Tappan
Staff: Commission Secretary Tami Douglas Schatz, Commission Clerk Lacey Gabriel
Counsel: Commission Counsel Steve Simas, Commission Counsel Tim McNulty

1. Call to Order/ Flag Salute/ Roll Call

President Caruthers called the meeting to order at 9:00 A.M. and led the flag salute.

2. Public Comment Period

President Caruthers asked for Public Comment. Being none he closed the public comment period.

3. Minutes – May 27, 2015

President Caruthers asked for corrections or revisions to the May 27, 2015 meeting minutes. President Caruthers requested a motion to approve the meeting minutes. Commissioner Bergman made a motion to approve the minutes; Commissioner Ohannesian seconded the motion. Motion passed 3-0-2.

4. Presentation: Update on New Recruitment Technology (NEOGOV)

Ms. Douglas-Schatz introduced Personnel Analyst Jamie Azarvand. Jamie gave a presentation on the implementation of NEOGOV to the County of San Luis Obispo. Jamie explained how NEOGOV enhances our ability to abide by the Civil Service Commission Rules in a more efficient manner. Ms. Azarvand presented data charts comparing previous years in regard to applications received and number of recruitments. This presentation illustrated the effectiveness of the NEOGOV implementation.

5. Civil Service Commission Annual Report

Ms. Douglas-Schatz introduced Personnel Analyst Chip Spence. Chip presented the Annual Civil Service Commission Report for Fiscal Year 2014-2015. The Commissioners offered suggestions which Human Resources will incorporate and subsequently submit to the Board of Supervisors.

6. Reports

- a. Commission President: No report.
- b. Commission Counsel: No report.
- c. Commission Secretary: * Rule Update Exploration - Commission Secretary Tami Douglas-Schatz proposed that the Civil Service Commission begin a routine Rule Change Process. Ms. Douglas-Schatz would like to provide a list of routine rule updates and a recommended process per regulations.

Civil Service Commission

Ms. Douglas-Schatz requested additional dates for three potential closed session hearings. Possible dates are October 19th, 28th, and 29th and November 18th and 19th.

7. (This item is added, per addendum to the agenda. Requirements of the Brown Act have been satisfied as this notice was posted prior to the 72 hour noticing requirement.) Closed Session (per Government Code Section 54956.9) Conference with Legal Counsel – Existing Litigation *Maez v. County of San Luis Obispo Civil Service Commission*.

President Caruthers opened the floor for public comment. Being none, the Commission began closed session.

8. **Adjournment**

President Caruthers adjourned the meeting at 10:30

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,
Director

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110

- Telephone 805.781.5959
- Fax 805.781.1044
- Email HR@co.slo.ca.us

TO: Civil Service Commission

DATE: October 28, 2015

FROM: Megan Fisher, Personnel Analyst

SUBJECT: REVISED Specification: Chief Deputy Probation Officer

RECOMMENDATION

It is recommended that the Commission approve the revised Chief Deputy Probation Officer class specification as proposed.

DISCUSSION

As part of the ongoing Specification Update Program and at the request of the Probation Department, the Human Resources Department is proposing revisions to the Chief Deputy Probation Officer. The specification was last updated in June 2010. The key substantive changes are as follows:

- 1) The representative duties have been revised to more accurately reflect the vital and characteristic duties and responsibilities of this classification. Specifically, the revision reflects changes that are no longer relevant, including acting in place of Chief Probation Officer during his or her absence and having department level responsibility of other duties. The Chief Deputy Probation Officer has direct responsibility of an assigned division only as reflected in the revised specification.
- 2) The proposed revisions provide a comprehensive list of representative duties and job functions, providing current and accurate information regarding positions and associated responsibilities.
- 3) As part of the ongoing Specification Update Program, formatting changes have been incorporated into the revisions. Additionally, some of the language in the representative duties have been updated to reflect current Human Resources standards.

OTHER AGENCY INVOLVEMENT

The Probation Department has been involved in the development of this specification and concurs with the specification as proposed.

Attachments:

Chief Probation Officer Specification – Current Version
Chief Probation Officer Specification – Strikeout Version
Chief Probation Officer Specification – Clean Version

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Current Probation Department Organizational Charts

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HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

CHIEF DEPUTY PROBATION OFFICER

DEFINITION:

Under general direction, plans, organizes, controls, and directs the operations and activities of the Probation Department and assigned Divisions; coordinates and directs communications, resources, and personnel to meet County Probation and correctional needs; ensures smooth and efficient Department and assigned division activities; supervises and evaluates the performance of assigned personnel; acts in the capacity of the Chief Probation Officer during his or her absence; and does other related work as required.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Plans, organizes, controls, and directs the operations and activities of the Department and assigned division; establishes and maintains department timelines and priorities; ensures related functions and activities comply with established standards, requirements, internal controls, laws, codes, statutes, regulations, ordinances, policies, and procedures.
- Coordinates and directs communications, resources, and personnel to meet County Probation and correctional needs and ensures smooth and efficient Department and division activities; oversees the development and implementation of Department programs, projects, functions, services, goals, objectives, systems, and activities; ensures proper and timely resolution of issues, conflicts, and discrepancies.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees; recommends appointments, transfers, reassignments, terminations, and disciplinary actions; assigns employee duties and reviews work to ensure accuracy, completeness, and compliance with established standards, requirements, and procedures.
- Monitors and analyzes Department and division programs, activities, and related probationary, correctional, and enforcement functions for financial effectiveness and operational efficiency; oversees the development and implementation of policies, procedures, and programs to enhance the financial effectiveness and operational efficiency of the department and assigned division.
- Provides consultation and technical expertise to administrators, personnel, outside agencies, and the public concerning Department and division operations, activities, and related probation and correctional functions; responds to inquiries, resolves issues and conflicts; provides detailed and technical information concerning related laws, codes, standards, regulations, policies, and procedures.
- Coordinates organizational activities, communications, probationary functions, and fiscal information between administrators, Department personnel, County staff, law enforcement organizations, and various local, State, and Federal agencies; collaborates with other agencies to provide probation, correctional, and treatment services, resources, and assistance to convicted individuals.

- Directs the preparation and maintenance of a variety of narrative and statistical records, files, and reports related to department programs, projects, budgets, compliance, services, financial activity, personnel, and assigned duties; assures mandated reports are completed and submitted to appropriate local, State or Federal agency according to established timelines.
- Assists in the development and preparation of the annual budget for the Department and assigned division; reviews and analyzes budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
- Directs and participates in the review, analysis, and coordination of the probation and correctional caseload of the County; develops and implements strategies and options for the placement, treatment, and referral of designated individuals.
- Maintains current knowledge of laws, rules, regulations, and legislation related to Department and division operations and activities; modifies programs, functions, and procedures to ensure compliance with local, State, and Federal requirements as appropriate.
- Acts in the capacity of the Chief Probation Officer during his or her absence or as directed.

EMPLOYMENT STANDARDS:

Knowledge of:

- Planning, organization, and direction of Department and assigned division operations and activities;
- Practices, procedures, and techniques involved in the development and implementation of Department and division programs, projects, functions, services, goals, objectives, systems, and activities;
- Accepted practices of employee supervision and evaluation;
- Modern methods of probationary and correctional functions including requirements for effective placement, treatment, referral, care, and custody of convicted juveniles and adults;
- Legal terminology, processes, and procedures related to probationary and correctional functions;
- California Penal Code and Welfare Institutions Code;
- Applicable local, State, and Federal laws, codes, ordinances, regulations, policies, and procedures;
- Principles and practices of administration;
- Principles of budget preparation and financial controls;
- Oral and written communication skills;
- Interpersonal skills using tact, patience, and courtesy;
- Public relations techniques.

Ability to:

- Plan, organize, control and direct the operations and activities of the Department and assigned division;

- Coordinate and direct communications, resources, and personnel to meet County probation and correctional needs and ensure smooth and efficient Department and division activities;
- Supervise, train, and evaluate the performance of assigned personnel;
- Oversee the development and implementation of Department and division programs, projects, functions, services, goals, objectives, systems, and activities;
- Provide consultation and technical expertise concerning Department and division operations, activities, and related probationary and correctional functions;
- Monitor, analyze, and modify policies, procedures, and programs to enhance the financial effectiveness and operational efficiency of the Department and assigned division;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Collect, interpret, and evaluate budgetary, statistical, and accounting data;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor's degree in criminal justice, sociology, public administration or a related field is required. Job-related experience may substitute for the required education on a year-for-year basis. In addition, five years of increasingly responsible experience working in the field of Probation, including three years as a Supervising Deputy Probation Officer or similar position is required.

LICENSES/CERTIFICATES:

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment. In addition, PC 832 Training Course Certification is required within six months of time of appointment and completion of Board of Corrections certified Manager Core Academy is required within one year of time of appointment.

OTHER CONDITIONS OF EMPLOYMENT:

Candidate must meet minimum qualifications for a Peace Officer as defined by Government Code 1031.

SUBCLASS RECRUITMENT:

Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it is a multi-position class or a single-position class) will be

identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

Adopted: 6-23-10
BOS: 7-13-10

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1 **HUMAN RESOURCES DEPARTMENT**

2 San Luis Obispo County

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4 **CHIEF DEPUTY PROBATION OFFICER**

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6 **DEFINITION:**

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8 Under general direction, plans, organizes, ~~controls, and directs~~ and coordinates the ~~operations~~
9 ~~and activities~~ and administration of ~~thea major division within the~~ Probation Department ~~and~~
10 ~~assigned Divisions~~; coordinates and directs communications, resources, and personnel ~~to meet~~
11 ~~County Probation and correctional needs; ensures smooth and efficient Department in support of~~
12 probation services and ~~ensures smooth and efficient division and assigned division operations~~
13 activities; assigns, supervises and evaluates the performance of assigned personnel; ~~acts in the~~
14 ~~capacity of the Chief Probation Officer during his or her absence~~; and ~~does~~ performs other
15 related work as required.

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17 **REPRESENTATIVE DUTIES:**

18 (Not in order of importance)

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- 20 • Plans, organizes, ~~controls, and directs~~, and supervises the operations and activities of
21 ~~the Department and a major~~ assigned division; establishes and maintains department
22 timelines and priorities; ensures related functions and activities comply with established
23 state and federal standards, requirements, internal controls, laws, codes, statutes,
24 regulations, and ordinances, policies, and procedures.
- 25 • ~~Coordinates and directs communications, resources, and personnel to meet County~~
26 ~~Probation and correctional needs and ensures smooth and efficient Department and~~
27 ~~division activities; oversees the d~~Development, monitors, and analyzes ~~and~~
28 ~~implementation of Department programs, projects, functions, services, goals, objectives,~~
29 policy and procedures to ensure ~~systems, and activities; ensures proper and timely~~
30 ~~resolution of issues, conflicts, and discrepancies~~ divisional goals are achieved; assists in
31 development of the Department's strategic plan.

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- 32 • Supervises and evaluates the performance of assigned staff; interviews and selects
33 employees; recommends appointments, transfers, reassignments, terminations, and
34 disciplinary actions; assigns employee duties and reviews work to ensure accuracy,
35 completeness, and compliance with established standards, requirements, and
36 procedures.
- 37 • Monitors and analyzes ~~Department and~~ division programs, activities, and related
38 probationary, correctional, and enforcement functions for financial effectiveness and
39 operational efficiency; ~~oversees the development and implementation of policies,~~
40 ~~procedures, and programs to enhance the financial effectiveness and operational~~
41 ~~efficiency of the department and assigned division~~ assists in development and
42 ~~preparation of budget; reviews and analyzes budgetary and financial data; controls and~~
43 ~~authorizes expenditures in accordance with established limitations.;~~
- 44 • Provides consultation and technical expertise to administrators, personnel, outside
45 agencies, and the public concerning ~~Department and~~ division operations, activities, and
46 related probation and correctional functions; responds to inquiries, resolves issues and
47 conflicts; provides detailed and technical information concerning related laws, codes,
48 standards, regulations, policies, and procedures.
- 49 • Coordinates ~~organizational activities, communications~~ of divisional activities ,
50 ~~probationary functions, and fiscal information between administrators,~~ within the
51 Department ~~personnel,~~ County staff, law enforcement organizations, courts, and various
52 local, State, and Federal agencies; ~~collaborates with other agencies to provide~~
53 ~~probation, correctional, and treatment services, resources, and assistance to convicted~~
54 ~~individuals;~~ may represent Department at conferences and before state and local
55 organizations.
- 56 • ~~Directs the~~Coordinates ~~the~~ preparation of and maintenance of a variety of technical and
57 administrative narrative and statistical records, files, and reports; ~~related to department~~
58 ~~programs, projects, budgets, compliance, services, financial activity, personnel, and~~
59 ~~assigned duties;~~ assures mandated reports are completed and submitted to appropriate
60 local, State or Federal agency according to established timelines.
- 61 • ~~Assists in the development and preparation of the annual budget for the Department~~
62 ~~and assigned division; reviews and analyzes budgetary and financial data; controls and~~
63 ~~authorizes expenditures in accordance with established limitations.;~~

- ~~• Directs and participates in the review, analysis, and coordination of the probation and correctional caseload of the County; develops and implements strategies and options for the placement, treatment, and referral of designated individuals.~~
- ~~• Maintains current knowledge of laws, rules, regulations, and legislation related to Department and division operations and activities; modifies programs, functions, and procedures to ensure compliance with local, State, and Federal requirements as appropriate.~~
- ~~• Acts in the capacity of the Chief Probation Officer during his or her absence or as directed.~~

EMPLOYMENT STANDARDS:

Knowledge of:

- Planning, organization, and direction ~~of Department and of~~ assigned division operations and activities;
- Practices, procedures, and techniques involved in the development and implementation of ~~Department and~~ division programs, projects, functions, services, goals, objectives, systems, and activities;
- Accepted practices of employee supervision and evaluation;
- Modern methods of probationary and correctional functions including requirements for effective placement, treatment, referral, care, and custody of convicted juveniles and adults;
- Legal terminology, processes, and procedures related to probationary and correctional functions;
- California Penal Code and Welfare Institutions Code;
- Applicable local, State, and Federal laws, codes, ordinances, regulations, policies, and procedures;
- Principles and practices of administration;
- Principles of budget preparation and financial controls;
- Oral and written communication skills;
- Interpersonal skills using tact, patience, and courtesy;

- 96 • Public relations techniques.

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98 **Ability to:**

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- 100 • Plan, organize, control and direct the operations and activities ~~of the Department and of~~ an assigned division;
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- 102 • Coordinate and direct communications, resources, and personnel to meet County
- 103 probation and correctional needs and ensure smooth and efficient ~~Department and~~
- 104 division activities;
- 105 • Supervise, train, and evaluate the performance of assigned personnel;
- 106 • Oversee the development and implementation of ~~Department and~~ division programs,
- 107 projects, functions, services, goals, objectives, systems, and activities;
- 108 • Provide consultation and technical expertise concerning ~~Department and~~ division
- 109 operations, activities, and related probationary and correctional functions;
- 110 • Monitor, analyze, and modify policies, procedures, and programs to enhance the
- 111 financial effectiveness and operational efficiency ~~of the Department and of~~ an assigned
- 112 division;
- 113 • Interpret, apply, and explain rules, regulations, policies, and procedures;
- 114 • Collect, interpret, and evaluate budgetary, statistical, and accounting data;
- 115 • Establish and maintain cooperative and effective working relationships with others;
- 116 • Operate a computer and assigned office equipment;
- 117 • Analyze situations accurately and adopt an effective course of action;
- 118 • Prepare comprehensive narrative and statistical reports.

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120 **EDUCATION AND EXPERIENCE:**

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122 Graduation from an accredited four-year college or university with a bachelor's degree in
123 criminal justice, sociology, public administration or a related field is required. Job-related
124 experience may substitute for the required education on a year-for-year basis. In addition, five
125 years of increasingly responsible experience working in the field of Probation, including three
126 years equivalent to a ~~as a~~ Supervising Deputy Probation Officer or higher level ~~similar~~ position is
127 required.

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LICENSES/CERTIFICATES:

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment. In addition, PC 832 Training Course Certification is required within six months of time of appointment and completion of Board of Corrections certified Manager Core Academy is required within one year of time of appointment.

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Adopted: 6-23-10

BOS: 7-13-10

[Revised: 10-28-15](#)

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1 **HUMAN RESOURCES DEPARTMENT**

2 San Luis Obispo County

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4 **CHIEF DEPUTY PROBATION OFFICER**

5

6 **DEFINITION:**

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8 Under general direction, plans, organizes, directs and coordinates the activities and administration
9 of a major division within the Probation Department; coordinates and directs communications,
10 resources, and personnel in support of probation services and ensures smooth and efficient
11 division operations; assigns, supervises and evaluates the performance of assigned personnel;
12 and performs other related work as required.

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14 **REPRESENTATIVE DUTIES:**

15 (Not in order of importance)

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- 17 • Plans, organizes, directs, and supervises the operations and activities of a major assigned
18 division; establishes and maintains department timelines and priorities; ensures related
19 functions and activities comply with established state and federal s, laws, regulations, and
20 ordinances.
- 21 • Develops, monitors, and analyzes goals, objectives, policy and procedures to ensure
22 divisional goals are achieved; assists in development of the Department’s strategic plan.
- 23 • Supervises and evaluates the performance of assigned staff; interviews and selects
24 employees; recommends appointments, transfers, reassignments, terminations, and
25 disciplinary actions; assigns employee duties and reviews work to ensure accuracy,
26 completeness, and compliance with established standards, requirements, and procedures.
- 27 • Monitors and analyzes division programs, activities, and related probationary, correctional,
28 and enforcement functions for financial effectiveness and operational efficiency; assists in
29 development and preparation of budget; reviews and analyzes budgetary and financial
30 data; controls and authorizes expenditures in accordance with established limitations.
- 31 • Provides consultation and technical expertise to administrators, personnel, outside
32 agencies, and the public concerning division operations, activities, and related probation

33 and correctional functions; responds to inquiries, resolves issues and conflicts; provides
34 detailed and technical information concerning related laws, codes, standards, regulations,
35 policies, and procedures.

- 36 • Coordinates communications of divisional activities within the Department, County staff,
37 law enforcement organizations, courts, and various local, State, and Federal agencies;
38 may represent Department at conferences and before state and local organizations.
- 39 • Coordinates the preparation of technical and administrative reports; assures mandated
40 reports are completed and submitted to appropriate local, State or Federal agency
41 according to established timelines.

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44 **EMPLOYMENT STANDARDS:**

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46 **Knowledge of:**

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- 48 • Planning, organization, and direction of assigned division operations and activities;
- 49 • Practices, procedures, and techniques involved in the development and implementation
50 of division programs, projects, functions, services, goals, objectives, systems, and
51 activities;
- 52 • Accepted practices of employee supervision and evaluation;
- 53 • Modern methods of probationary and correctional functions including requirements for
54 effective placement, treatment, referral, care, and custody of convicted juveniles and
55 adults;
- 56 • Legal terminology, processes, and procedures related to probationary and correctional
57 functions;
- 58 • California Penal Code and Welfare Institutions Code;
- 59 • Applicable local, State, and Federal laws, codes, ordinances, regulations, policies, and
60 procedures;
- 61 • Principles and practices of administration;
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- 64 • Interpersonal skills using tact, patience, and courtesy;

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67 **Ability to:**

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- 69 • Plan, organize, control and direct the operations and activities of an assigned division;
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- 71 probation and correctional needs and ensure smooth and efficient division activities;
- 72 • Supervise, train, and evaluate the performance of assigned personnel;
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- 74 services, goals, objectives, systems, and activities;
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- 76 related probationary and correctional functions;
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- 78 effectiveness and operational efficiency of an assigned division;
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89 justice, sociology, public administration or a related field is required. Job-related experience may
90 substitute for the required education on a year-for-year basis. In addition, five years of
91 increasingly responsible experience working in the field of Probation, including three years
92 equivalent to a Supervising Deputy Probation Officer or higher level position is required.

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94 **LICENSES/CERTIFICATES:**

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96 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license
97 is required at the time of appointment and must be maintained throughout employment. In
98 addition, PC 832 Training Course Certification is required within six months of time of appointment
99 and completion of Board of Corrections certified Manager Core Academy is required within one
100 year of time of appointment.

101

102 **OTHER CONDITIONS OF EMPLOYMENT:**

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104 Candidate must meet minimum qualifications for a Peace Officer as defined by Government Code
105 1031.

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107 **SUBCLASS RECRUITMENT:**

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110 programs in which the vacancy exists and the requirements of the position.

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113 position(s) within this class. The duties of a particular position within a multi-position class may
114 vary from the duties of other positions within the class. Accordingly, the essential duties of a
115 particular position (whether it is a multi-position class or a single-position class) will be identified
116 and used by medical examiners and hiring authorities in the selection process. This information
117 will also be made available for review at the time of any recruitment for that position and at such
118 other times as reasonably required.

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121 Adopted: 6-23-10

122 BOS: 7-13-10

123 Revised: 10-28-15

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