ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: PROBATION DIRECTOR (Group C) **GRADE:** 28

TITLE ABBREVIATION: PROB DIR (GROUP C) **TITLE NO.:** 568310

JURIS.CL: NC **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** EX

DEPARTMENT: OFFICE OF PROBATION

DISTINGUISHING FEATURES OF THE CLASS: This is a management level position in a Group C probation department, serving a jurisdiction, outside NYC, having a population greater than 300,000 and no more than 399,999, or containing fifty or more professional probation officer positions at various levels in a department which serves a jurisdiction with a population of less than 300,000. Where the population of the jurisdiction served is greater than 300,000, the position is jurisdictionally classified as non-competitive as specified by Executive Law §257(6)(a). The incumbent is responsible for planning, organizing, directing, coordinating and controlling the activities of the department in a manner which ensures the provision and maintenance of effective probation services in accordance with established laws and regulations. The work is performed under the general oversight the New York State Division of Criminal Justice Services, Office of Probation and Correctional Alternatives. The incumbent typically reports to the chief executive officer of the county. This position typically differs from that of a Probation Director (Group A, B or D) in that a Probation Director (Group C) is employed in a larger probation department than a Probation Director (Group A or B) and a smaller probation department than a Probation Director (Group D). A Probation Director (Group C) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes and supervises the activities of the probation department;

Controls the work of the department through assignments to management and supervisory personnel and the direction and review of their performance;

Develops and implements administrative processes, policies and/or procedures related to probation functions including, but not limited to intake, investigation and reports, case management, probation supervision and graduated responses and violations of probation;

Develops and administers a department budget;

Confers with the Human Resources Department regarding personnel matters and makes decisions as appropriate regarding matters including, but not limited to employee hiring, counseling and discipline;

Provides descriptive statistical or evaluative reports on agency operations or problems including reports to the New York State Division of Criminal Justice Services, Office of Probation and Correctional Alternatives;

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

Directs the development and administration of demonstration or research grant programs;

Confers and/or meets with heads of other state and local departments and service providers regarding the delivery of probation services;

Conducts staff meetings to discuss program goals, objectives and performance and plan more effective and efficient operations;

Confers and/or meets with probation directors/commissioners of other departments to advance the goals of professional probation practice;

Confers with a Deputy Probation Director (Group C) and supervisory staff to discuss and provide direction regarding departmental operations including appropriate training and staff development initiatives;

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

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

Represents the department in meetings with various community groups regarding the agency's activities, disseminating information and maintaining effective relationships with community groups and resources to foster effective collaboration;

Coordinates with county leadership to respond to media inquiries regarding probation department activities;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES:

Thorough knowledge of management principles and practices; Thorough knowledge of the principles and techniques of investigation, interviewing, case recording and report preparation as they apply to probation activities; Thorough knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; Thorough knowledge of the principles underlying human behavior, growth and development; Thorough knowledge of the specific rules and procedures related to the department worked in; Thorough knowledge of current trends and developments in the fields of probation and community corrections; Thorough knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques; Thorough knowledge of effective assessment, case planning and management;

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES CONT'D: Thorough knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents; Thorough knowledge of juvenile and adult risk and needs assessment instruments; Good knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information; Good knowledge of the local government budget process; Good knowledge of community resources; Good knowledge of the geography of the jurisdiction employed in; Good knowledge of social sciences, including sociology, psychology and demography; Good knowledge of employment, training and treatment options available to probation; Working knowledge of fiscal internal controls principles governing financial obligations and departmental operations; Working knowledge of descriptive statistics; Working knowledge of fiscal internal controls principles governing financial obligations and departmental operations; Working knowledge of firearm safety; Skill in the use of firearms where authorized; Ability to apply management techniques and plan, organize and direct the operations of the department; Ability to plan and supervise the work of others; Ability to develop and administer a budget; Ability to prepare statistical and other reports related to the work performed; Ability to establish and maintain effective working relationships; Ability to understand and interpret complex technical written information including statutes, regulations and operational procedures; Ability to communicate effectively both orally and in writing; Ability to use a firearm safely and effectively if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS: (For appointment to positions in the non-competitive class* or when filled on an open-competitive basis):

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience as a Probation Director (Group B) or a Deputy Probation Director (Group C or D) or three (3) years of experience as a Probation Director (Group A), Deputy Probation Director (Group B), Probation Supervisor 2/Principal Probation Officer or equivalent experience in a probation agency.

Note: Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

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

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

Special Requirement: Possession of a current driver's license or ability to otherwise meet the transportation requirements of the position.

Note: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

Note: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10.

Note: *The position of Probation Director (Group C) shall be allocated to the non-competitive class as provided for by Executive Law Section 257(6)(a) in a non-NYC county with a population of more than three hundred thousand. In jurisdictions where the population is 300,000 or less the position is found in the competitive class pursuant to Executive Law Section 257(1).

ADOPTED 8/15/2020 in accordance with Title 9 NYCRR Part 347, Appendix H-10.
Salary Grade Change effective 5/15/2021
Juris. Class Update: 6/15/21 AT