

Deputy Probation Director (Group B) (Promotional) Tompkins County

Department: Probation Department
Classification: Competitive
Labor Grade: Management Grade 88
Approved: Prob. Sup. Reclass 04/01
Revised: 05/13; 10/16; 6/20
By: HH, Commissioner of Personnel

QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:

Admission to this departmental promotion examination will be limited to current employees of the Tompkins County Probation department. Applicants must currently hold, and have continuously held, at least one year of permanent and/or contingent permanent competitive class status in the title of Probation Supervisor.

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, Standard Specifications for Professional Probation Positions.

Note: This position is allocated to the competitive class pursuant to Executive Law Section 257(1)

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a management level position in a Group B probation department. The incumbent assists a Probation Director (Group B) in the administration of the department primarily by supervising and managing the work of Probation Supervisors 1. The incumbent also assists a Probation Director (Group B) in the planning, organization, direction and coordination of the department. He/she may also directly oversee the activities of a division within the probation department. The work is performed under the general supervision of a Probation Director (Group B) with extensive leeway allowed to exercise independent judgment in carrying out the details of the work. This position differs from that of a Deputy Probation Director (Group C or D) in that the Deputy Probation Director (Group B) is employed in a smaller probation department. A Deputy Probation Director (Group B) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists a Probation Director (Group B) in planning, organizing and supervising the activities of the department including planning, assigning and supervising the work of Probation Supervisor 1's; Assists a Probation Director (Group B) in controlling the work of the department through assignments to supervisory personnel and direction and review of their performance; Assists a Probation Director (Group B) in developing and administering a departmental budget by approving certain expenditures, reviewing personnel and non-personnel needs/costs and recommending requests for appropriations; Assists a Probation Director (Group B) in conducting or conducts staff meetings to discuss program goals, objectives and performance and plan more effective and efficient operations; Assists a Probation Director (Group B) with the public relations responsibilities of the department including meeting with various community groups regarding the agency's activities, disseminating information and maintaining effective relationships with community groups and resources; Assists a Probation Director (Group B) in planning and supervising staff training and development by assessing staff development and training needs and making training recommendations; Acts in the place of a Probation Director (Group B) in his/her absence; Supervises a Probation Supervisor 1's and/or 2's regarding the delivery of probation services; Oversees the maintenance of case records and financial obligation records, 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; May oversee the activities of a division within the probation department; May coordinate with county leadership to respond to media inquiries regarding probation activities; May use a firearm in performing duties and exercising authority pursuant to departmental policy.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

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 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; Thorough knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents; Thorough knowledge of juvenile and adult risk and needs assessment instruments; Thorough knowledge of management principles and practices; Thorough knowledge of principles and practices of second level supervision; Thorough knowledge of the specific rules and procedures related to the department worked in; 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 probationers; Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information; Working knowledge of the local government budget process; 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 an agency of the size employed in; Ability to plan, supervise and manage the work of others; Ability to establish and maintain effective working relationships; Ability to understand and interpret complex written technical 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.

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