

## **Probation Director (Group B) Tompkins County**

**Department:** Probation Department

**Classification:** Competitive

**Labor Grade:** Management Grade 90

**Approved:** February 7, 1961

**Revised:** 1/74; 11/90; 6/91; 10/05; 2/08; 6/10; 5/13; 10/16; 6/20

**By:** HH, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

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 including or supplemented by thirty (30) credit hours in the social or behavioral sciences and one (1) year of experience as a Deputy Probation Director (Group C or D) or two (2) years of experience as a Probation Director (Group A), Deputy Probation Director (Group B), or Probation Supervisor 2/Principal Probation Officer, or three (3) years of experience as a Probation Supervisor 1 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:** 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.

### **SPECIAL REQUIREMENTS:**

1. The employee must possess a valid New York State Drivers License at the time of appointment and maintain such license for the duration of employment.
2. This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

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

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is the highest-level management position in a Group B probation department. 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 of 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 differs from that of a Probation Director (Group A) and a Probation Director (Group C or D) in that a Probation Director (Group B) is employed in a larger probation department than a Probation Director (Group A) and a smaller probation department than a Probation Director (Group C or D). A Probation Director (Group B) 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 level staff and directing and reviewing 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/Personnel Department regarding personnel matters and makes decisions as appropriate regarding matters including, but not limited to employee hiring, counseling and discipline; Prepares and forwards reports related to the work performed to the New York State Division of Criminal Justice Services, Office of Probation and Correctional Alternatives; Confers and/or meets with heads of other state and local departments and service providers regarding the delivery of probation services; Confers and/or meets with probation directors/commissioners of other departments to advance the goals of professional probation practice; Conducts staff meetings to discuss program goals, objectives and performance and plan more effective and efficient operations; Confers, where applicable, with a Deputy Probation Director regarding disciplinary action and overtime requests or other matters reported by the Deputy Probation Director; Ensures the maintenance of case records and financial obligation records and establishes appropriate related policies; Plans, coordinates and supervises staff training and development; Confers and/or meets with or 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 meeting 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 KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of management principles and practices; Thorough knowledge of principles and practices of second level supervision; Thorough knowledge of interviewing and investigative techniques and practices related to probation work; 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 jurisdiction 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; Thorough knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision, 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 management principles and practices; 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 probationers; 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 interpret and apply basic statistics; 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 establish and maintain effective working relationships; Ability to understand and interpret written technical information including statutes, regulations and operational procedures to ensure effective practice and departmental compliance; Ability to communicate effectively both orally and in writing; Ability to use a firearm safely and effectively if so authorized.

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