



Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: January 30, 2012

Re: **Notice of Proposed Classification Actions –Final Notice No. 29 FY 2011/2012 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective January 30, 2012.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder  
Classification and Compensation Manager  
Human Resources

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
DHR – Employee Relations Unit  
DHR – Class and Comp Unit  
DHR – Recruitment and Assessment Unit  
DHR – Support Services  
Micki Callahan, DHR  
Anita Sanchez, CSC  
Linda Cosico, DHR  
Maria Newport, SFERS  
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 29  
**Fiscal Year:** 2011/2012  
**Posted Date:** 1/20/2012  
**Reposted Date:** N/A

**ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):**  
*(Job specification(s) attached.)*

<b>Item #</b>	<b>Job Code</b>	<b>Title</b>	<b>Salary</b>
1	8592	Chief Deputy Probation Officer (SFERS)	\$3,799 B \$4,848

**For additional information regarding the above proposed action, please contact Christina Penland at (415) 557-4848 or-email her at [Christina.Penland@sfgov.org](mailto:Christina.Penland@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, at the Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. Faxed copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Department of Human Resources or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>.

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
DHR – Employee Relations Unit  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Chief Deputy Adult Probation Officer (SFERS)  
Job Code: 8592**

**INTRODUCTION**

Under general direction, plans, coordinates and directs the daily operations of the department, including program development; personnel management and disciplinary policies implements and enforces policy as determined by the Chief Adult Probation Officer.

**DISTINGUISHING FEATURES**

Reporting directly to the Chief Adult Probation Officer, this class functions at the second highest level of the department's management structure and is responsible for the day-to-day operation of the department. Plans, develops and coordinates the operations of the department ensuring effective service delivery practices and responsiveness along various sectional lines or platforms. Make critical decisions in areas of responsibilities. Position will also be responsible for employee discipline, auditing and program developments.

**SUPERVISION EXERCISED:**

This class supervises Division Directors and managers of department programs.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Directs the development and implementation of timely goals, policies, and strategic plans in areas of responsibilities; properly manages the allocation of resources and provide appropriate service levels.
2. Confers with management staff regarding work performance and evaluation, employee grievance and discipline. Sets objectives and monitors the performance of subordinate staff engaged in defined activities.
3. Establish departmental rules and policies pertaining to departmental personnel management and administration.
4. Investigate citizen complaints, coordinates complaint resolution, recommend corrective actions and represent the department with City Attorney and other agencies.
5. Consults with the Mayor/Mayor's staff regarding in area of responsibilities, coordinates with other City departments in addressing service needs. May represent the Department before or provide information to commissions, boards, committees and representatives from federal, state and local agencies, organizations, and the media.
6. Consults with division directors and managers to discuss program problems and issues; establishes project priorities, reviews management reports to monitor program status; evaluates service levels and performance standards; advises staff on current developments, personnel

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**Title: Chief Deputy Adult Probation Officer (SFERS)  
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matters, policy or procedural changes.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

**Knowledge of:**

Existing codes, ordinances, laws and regulations relating to the operations of the probation department.

**Ability to:**

Provide strong leadership skills;

Direct subordinate staff engaged in diverse activities;

Exercise administrative ingenuity, independent analysis, adaptability and judgment on highly specialized proposals with difficult, complicated choices of action;

Make recommendations and present them effectively to the Mayor, commissions, boards, committees, other agencies and the public;

Apply the principles and practices of public administration, financial and personnel management; clearly interpret all applicable laws, ordinances and codes;

Direct research, survey techniques and statistical methods;

Communicate effectively with subordinates, other city employees, the general public, members of civic organizations, or other agencies;

Provide guidance to managers in a calm, effective manner in crisis situations.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

**Education:**

Possession of a Baccalaureate Degree from an accredited college or university with a major in Criminology, Corrections, Social Work, Psychology, Sociology or a closely related field.

**Experience:**

Five (5) years of full-time supervisory experience in field services, institutional work, or related special programs in a California County Probation Department or California Corrections Facility.

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**Substitution:**

Possession of a Master's Degree from an accredited college or university with a major in Criminology, Corrections, Social Work, Psychology, Sociology or a closely related field may be substituted for one year of the required general supervisory experience.

**LICENSE AND CERTIFICATION**

Requires a valid California Class C driver's license

**ORIGINATION DATE:** 1/30/2012