

**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:** 16  
**Fiscal Year:** 2009/2010  
**Posted Date:** October 16, 2009

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
*(Draft job specifications attached.)*

<b>Item #</b>	<b>DEPT/ DIVISION</b>	<b>Class/Title</b>
1	JUV	8414 Supervising Probation Officer, Juvenile Court

**For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 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. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: [http://www.sfgov.org/site/sfdhr\\_page.asp?id=102488](http://www.sfgov.org/site/sfdhr_page.asp?id=102488)

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Cathy Abela, DHR  
Karen Taylor, MTA  
File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title:** Supervising Probation Officer, Juvenile Court  
**Job Code:** 8414

**INTRODUCTION**

Under general direction, performs difficult and responsible professional work in the areas of planning, organizing and directing the activities of a probation unit within the Juvenile Probation Department, and performs related duties as required.

**DISTINGUISHING FEATURES**

The Supervising Probation Officer, Juvenile Court is distinguished from Deputy Probation Officer by its supervisory responsibilities and increased level of responsibility. It is distinguished from the Senior Supervising Probation Officer in that the latter performs at a higher level of responsibility and supervises a unit(s) of probation officers through the Supervising Probation Officer(s).

Supervision Exercised: This classification directly supervises probation officers and clerical staff.

**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. Supervises probation officers, clerical staff and volunteers in a unit(s) by directing planning, organizing and reviewing and editing their work; observing job performance; resolving conflicts and performing other necessary duties in order to ensure that staff's work quality and quantity are maintained at a high level. This includes evaluating the performance and progress of staff through observation and reviewing their work in order to maintain an awareness of staff's abilities, and plan more efficiently for the unit's operating and staffing needs; assigning cases and tasks to staff in a manner that is consistent in fairness and equity in order to encourage and maintain good employee morale and work quality; auditing caseloads of probation officers; and scheduling and staffing programs to meet operational requirements.
2. Trains and develops staff by using clear and relevant teaching Techniques; providing guidelines and assistance regarding laws, policies and procedures as related to agency operations; and explaining proper casework techniques, investigative report writing, and oral presentation techniques.
3. Meets with groups and individuals such as community based Agencies and other city departments by giving and receiving information regarding departmental policies, procedures organization in order to develop favorable community relations.
4. Evaluates and monitors residential/non-residential programs utilized by Juvenile Probation Department for appropriate placement of clients.
5. Makes oral reports on functional operations of unit(s) to boards, commission, courts and other agencies and city departments.
6. Makes written reports on functional operations of unit(s) to boards, commission, courts and other agencies in the city department. Submits written performance evaluations to management. Prepares expense reports for authorization. Collects and maintains statistical

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information on clients served and services provided (e.g. number of bookings, cases filed, citations, detentions, informal dismissals, transfers, D. A.'s declines). Maintains records and evaluates and controls access to confidential records to client, staff, other jurisdictions and public. Prepares weekly time sheets for probation officers and clerical staff.

7. Supervises the scheduling and coordinating of transportation for clients (locally, nationally and internationally). This includes assigning Probation Officer to youth, reviewing documentation for travel authorization and determining the level of security required.

8. May assist the Personnel Office in conducting background investigations on new hires as prescribed by Juvenile Probation Department policies and procedures.

9. May coordinate and conduct investigations of incidents involving staff, clients and programs by researching, interviewing, counseling and carrying out formal investigations.

10. May assist in development of annual budget by providing related information on costs and resources.

11. May assist in policy development by attending administrative meetings, planning organizational change and acting as a liaison between staff and management so as to explain policy to staff and assist management in developing new and revised departmental policies and procedures.

12. Performs related duties and responsibilities as assigned.

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

Knowledge of: Principles, trends and techniques in the delivery of juvenile probation services; relevant laws, codes and legal documents, including Welfare and Institution Code and Penal Code; legal, psychiatric, sociological and medical terminology.

Ability to: Supervise probation officers and support staff; identify and choose appropriate solutions to problems from a variety of alternatives; work tactfully and persuasively, and establish a rapport with families, community groups, court representatives, attorneys, supervised staff, department administrators and others; write clear and concise reports; and make clear and concise oral presentations.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

1. Possession of a baccalaureate degree from an accredited college or university, with major course work in the social sciences, or closely related field preferred; and

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2. Four (4) years of full-time verifiable experience as a probation officer working with offenders in a criminal justice system. At least two (2) years of the required four (4) years must include experience working with juvenile offenders.

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Substitution: Two (2) years of full-time experience as a parole officer working with offenders in a criminal justice system may substitute for two (2) years of the required probation officer experience.

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**LICENSE AND CERTIFICATION**

Possession of a valid California driver license at the time of appointment. (California driver license must be maintained current during employment).

**PROMOTIVE LINES**

To:

From: 8444 Deputy Probation Officer

**ORINATION DATE:** 1/12/1961

**AMENDED DATE:** 1/28/2000, 10/15/2009

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN