



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

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

Date: November 5, 2009

Re: **Notice of Proposed Classification Actions –Final Notice No. 15 FY 2009/2010 (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 November 4, 2009.

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
Micki Callahan, DHR
Cathy Abela DHR
Carmela Villasica, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
John Leon, DHR
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Tinhha Luong, CON
Ron Bladow, MTA
Johnny Zabala, CON
RAS Team Leader(s)
DHR Support Services
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: 15
Fiscal Year: 2009/2010
Posted Date: October 16, 2009

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

Item #	DEPT/ DIVISION	Class/Title
1	ADP	8434 Supervising Adult Probation Officer

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or e-mail her at 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

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 Adult Probation Officer
Job Code: 8434**

INTRODUCTION

Under direction, assigns and directs the activities of Deputy Probation Officers engaged in interviewing, advising, counseling and supervising adult offenders; provides training on department policies and procedures; reviews court reports prepared by officers; confers with judges and representatives of other agencies; and performs related duties as required.

DISTINGUISHING FEATURES

The 8434 Supervising Adult Probation Officer is distinguished from 8444 Deputy Probation Officer by its supervisory responsibilities and increased level of responsibility. It is distinguished from the 8435 Division Director, Adult Probation in that the latter has a broader array of responsibilities, including directing the activities of Supervising Adult Probation Officers and non-professional staff, establishing policies and procedures, and administering state and Federal grants in partnership with other law enforcement agencies.

Supervision Exercised: This classification directly supervises Deputy Probation Officers.

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. Assigns and directs the activities of Deputy Probation Officers engaged in interviewing, advising and supervising probationers.
2. Reviews court reports written by probation officers for accuracy and completeness.
3. Organizes and conducts training for newly hired probation officers and instructs them regarding departmental policies and procedures; trains staff on changes in laws, and in departmental policies and procedures.
4. Confers with attorneys, judges and representatives of other agencies on unusual or difficult cases. Communicates orally with probationers, department staff and others engaged in probation-related activities.
5. Confers and exchanges information on probationers with representatives of social service organizations, treatment providers and others participating in the rehabilitation of probationers.
6. Prepares and reviews technical reports and operational records; prepares memoranda for staff. Researches and processes information, creates and maintains records, and prepares correspondences and reports through use of internet, e-mail, word processing, and spreadsheets.
7. Coordinates interagency meetings regarding services and grants.
8. Provides guidance and training for Deputy Probation Officers who make referrals to treatment modalities that offer probationers the best chances of success and supervise and counsel probationers to assist in complying with court orders, educational and vocational

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DEPARTMENT OF HUMAN RESOURCES**

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services, and family counseling.

9. Participates in specialized assignments including, but not limited to: drug abatement, sex crimes, serious/habitual offenders, multiple agency task force, field enforcement, and community liaison.

10. Provides oversight to the Deputy Probation Officers who supervise adult offenders including cases which may entail severe personality and emotional disorders, dangerously aggressive behavior, and aggravated offenses.

11. Receives and reviews any complaint from a probation officer or any member of the general public against a probation officer and refer as necessary to the Division Director or the Chief.

12. Represents the Department at commissions, court hearings, community agencies and community events.

13. Monitors performance evaluation of probation officer.

14. Plans, develops, implements, directs and monitors the programs in your assigned unit(s) including, but not limited to: Transitional Age Youth Services, Homeless Services, Mental Health Services, Sex Offender Services, Substance Abuse Services, and other various related services that are consistent with the mission, vision, and core values of the department.

15. May act for a Division Director in his or her absence.

16. Performs other related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the organization, operations and procedures of courts and the probation department; provisions of the Penal Code and other statutes that relate to the duties of the Deputy Probation Officer and the legal rights and obligations of the adult offender; the social, economic and psychological factors contributing to criminal and other anti-social behavior; and case management techniques including time management and methods of organizing assignments.

Ability to: assign, direct and review the work of Deputy Probation Officers; make referrals to treatment modalities that offer probationers the best chances of success; establish and maintain effective working relationships with department staff and representatives of public and private agencies engaged in the apprehension, conviction and rehabilitation of adult offenders; organize and conduct training of newly hired Deputy Probation Officers and to conduct training in areas of expertise for officers and staff; compose clear and concise reports, letters and memoranda; and effectively communicate orally with probationers, department staff and others engaged in probation-related activities.

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.

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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 (major course work in the social sciences or related fields preferred); AND
2. Four (4) years (8000 hours) of verifiable experience as a probation officer working with offenders in a criminal justice system. At least two (2) years (4000 hours) of the required four (4) years (8000 hours) must include experience working with adult offenders.

Substitution: Two (2) years (4000 hours) of experience as a parole officer working with offenders in a criminal justice system may substitute for two (2) years (4000 hours) of the required probation officer experience.

LICENSE AND CERTIFICATION

PROMOTIVE LINES

From: 8444 Deputy Probation Officer

ORIGINATION DATE:

AMENDED DATE: 6/9/00; 11/4/09

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.*

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BUSINESS UNIT(S): COMMN