

**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:** 22  
**Fiscal Year:** 2011/2012  
**Posted Date:** December 8, 2011

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

<u>Item #</u>	<u>Class/Title</u>
1	8556 Chief District Attorney's Investigator (SFERS)
2	8558 Principal District Attorney's Investigator (SFERS)
3	8516 Assistant Sheriff (SFERS)
4	8518 Undersheriff (SFERS)
5	8574 Assistant Director, Log Cabin Ranch (SFERS)
6	8576 Director, Log Cabin Ranch (SFERS)
7	8578 Assistant Director, Juvenile Hall (SFERS)
8	8580 Director, Juvenile Hall (SFERS)
9	8582 Assistant Chief Probation Officer, Juvenile Probation (SFERS)
10	8584 Director, Probation Services (SFERS)
11	8586 Chief Probation Officer, Juvenile Court (SFERS)
12	8588 Division Director, Adult Probation (SFERS)
13	8590 Chief Adult Probation Officer (SFERS)

**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, 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://sfdhr.org/index.aspx?page=109>

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services

Martin Gran, DHR  
Steve Ponder, DHR  
Christina Penland, DHR  
Maria Newport, SFERS  
Clare Leung, MTA  
Suzanne Wong, MTA  
E-File

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

**Title: Assistant Sheriff (SFERS)**

**Job Code: 8516**

**INTRODUCTION**

Under general administrative direction, is responsible for and supervises the functions of the Management and Personnel, Planning and Research, Background Investigations, Internal Affairs, Affirmative Action and Training Sections of the Sheriff's Department; provides guidance and direction in developing department-wide business and personnel management policies and administrative practices; advises and/or recommends to the - Sheriff on major personnel- and business management problems; performs specified duties of the Undersheriff and/or the Sheriff during their absences; and performs related duties as required.

**DISTINGUISHING FEATURES**

The position of Assistant Sheriff is assigned the primary responsibility for the administration and business management services of the department. The incumbent is delegated authority to make decisions in the most difficult administrative management policy matters. The position differs from the next higher class of Undersheriff by the latter being primarily responsible for the command and operational direction of all departmental services and differs from the next lower class of Chief Deputy Sheriff by the latter being responsible for planning, organizing and directing the operational functions of an assigned division of the department.

**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. Plans, organizes, supervises and directs the work of the Management and Personnel, Planning and Research, Background Investigations, Internal Affairs, Affirmative Action and Training Sections of the Sheriff's Department; directs the functions of Occupational Health and Safety Services and accomplishment of other personnel management and administration projects.
2. Establishes departmental rules and policies pertaining to departmental personnel management and administration; directs the administration of basic training of sworn personnel in accordance with mandated requirements of California State Codes and other regulatory guidelines; reviews all personnel transactions, including background and internal affairs investigations of new and assigned sworn and non-sworn personnel; is responsible for an directs departmental affirmative action plans, coordinates their periodic review and submission of required reports; evaluates and directs efforts to achieve goals in compliance with plans; supervises assigned personnel in recruitment programs, investigation of discrimination complaints and related duties; effects and coordinates complaint- resolutions as required; recommends to the Sheriff or decides on personnel actions and other administrative matters; attends, coordinates and represents the department on administrative, personnel and legal matters with City Attorney and other agencies; institutes special projects or programs affecting the development of the department's management and administration.
3. Directs the formulation of the annual departmental budget; is responsible for the administration of the departmental budget and maintenance of budgetary and fiscal measures and analysis; provides technical guidance and advice to all supported elements to insure budgetary requirements fall within the departmental funding procedures, policies and assigned responsibility; evaluates law enforcement support mission requirements and

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**Title: Assistant Sheriff (SFERS)**

**Job Code: 8516**

identifies significant areas that warrant budgetary or management actions.

4. Assumes departmental command in the absence of the Sheriff and Undersheriff.

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

**Knowledge of:**

Modern governmental and administrative techniques including budgetary and fiscal methods and controls, personnel management, planning, affirmative action laws and program relevant to State codes and modern office procedures.

**Ability to:**

Plan and administer departmental-wide business and personnel policies and administration practices;

Effectively apply former training and experience to general and specific problems in the Sheriff's Department.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing 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:**

Requires possession of a Bachelor's degree from an accredited college or university, with major course work in business, public or personnel administration, economics, accounting or political science.

**Experience:**

Requires six years of progressively responsible experience in governmental administration and management work, including budgetary, fiscal, personnel, planning and affirmative action responsibilities; or an equivalent combination of training and experience.

**PROMOTIVE LINES**

To: No normal line of promotion.

From: Business Manager, Juvenile Court, Principal Administrative Analyst, Executive Assistant to Port Director

**ORIGINATION DATE:**

**AMENDED DATE:**

**BUSINESS UNIT(S):**

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

**Title: Undersheriff (SFERS)**

**Job Code: 8518**

**INTRODUCTION**

Subject to administrative approval, serves as principal assistant to the sheriff in directing the administration and operation of all units of the sheriff's office; and performs related duties as required. Requires major responsibility for: interpreting, coordinating and enforcing existing policies and procedures affecting the operations of the sheriff's office; making regular important contacts with other departmental personnel, outside law enforcement agencies, court personnel and the general public in connection with the activities of the sheriff's office; supervising the preparation and maintenance of important operational and technical records.

**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. Assists in planning, assigning and directing the activities of subordinate employees engaged in registering court actions and judgments, receiving and accounting for fees, executing the orders of the court in connection with the attachment and sale of property, arresting, incarcerating and subsequently caring for individuals.
2. Directs the activities of all bailiffs assigned to the municipal and superior courts.
3. Makes periodic inspection trips and reviews the operations of the county jails.
4. Directs the transportation of inmates to the various jails and institutions as required.
5. Directs the preparation and maintenance of all departmental records and reports.

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

**Knowledge of:**

Existing codes, ordinances, laws and regulations relating to the operations of the sheriff's office;  
The organization and management of correctional institutions;  
The handling of inmates.

**Ability to:**

Plan, assign and direct the activities of a large group of subordinate personnel;  
Exercise unusually good judgment in evaluating and recommending on departmental operations;  
Establish and maintain effective working relationships with the courts, outside law enforcement agencies and the general public.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing 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.*

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Undersheriff (SFERS)**

**Job Code: 8518**

Requires completion of high school, supplemented by at least ten years of progressively responsible experience in the care and custody of prisoners and in the preparation and processing of legal actions required of the sheriff's office, including five years of responsible administrative experience; or an equivalent combination of training and experience.

**PROMOTIVE LINES**

No normal lines of promotion - position exempt from examination.

**ORIGINATION DATE:**

**AMENDED DATE:**

**BUSINESS UNIT(S):**

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

**Title: Chief District Attorney's Investigator (SFERS)  
Job Code: 8556**

**INTRODUCTION**

Under general direction, plans, organizes, and supervises the activities of personnel assigned to the Bureau of Investigation in the District Attorney's Office; participates in investigations of unusual complexity or of a highly confidential or sensitive nature; and performs related duties as required.

**DISTINGUISHING FEATURES**

This single position class includes responsibility for all activities of the Bureau of Investigation in the District Attorney's Office. The incumbent in this class reports directly to the District Attorney or in his absence to the Chief Deputy.

**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 and participates in a wide variety of criminal and intelligence investigative activities; plans, assigns and coordinates the work of personnel assigned to the Bureau of Investigation in the District Attorney's Office.
2. Interprets, enforces, and coordinates policies and procedures relating to the investigative activities of the Bureau; makes reports and recommendations to the District Attorney; may assist the District Attorney in developing new methods and policies regarding investigative matters.
3. Assists attorneys in preparing and presenting criminal cases in court; advises attorneys on the presentation of physical evidence; testifies in court as an expert on criminal investigative matters.
4. Participates in the preparation of the budget for the Bureau of Investigation; compiles data and makes recommendations on personnel and equipment needs; makes administrative surveys of investigative operations.
5. Evaluates investigative personnel; makes recommendations to the District Attorney on recruitment, hiring, promotion and discharge of investigative personnel; develops and institutes training programs for investigators.
6. Establishes and maintains liaison with other law enforcement and criminal justice agencies; represents the District Attorney at conferences and seminars relating to a variety of criminal justice system activities.

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

**Knowledge of:**

Existing criminal codes and laws;

Investigative techniques and methods;

The sources of information necessary to a wide variety of investigative activities.

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

**Title: Chief District Attorney's Investigator (SFERS)**

**Job Code: 8556**

**Ability to:**

Handle extremely delicate and confidential investigations with tact, resourcefulness and good judgment;

Prepare and supervise the preparation and maintenance of detailed investigative records and reports;

Plan and lay out detailed and confidential investigations;

Recruit, train and supervise subordinate investigators;

Provide assistance to the District Attorney in preparation of the Bureau's budget.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing 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.*

Requires a combination of education of the collegiate level in criminology, penology, police science or a closely related field and responsible criminal investigative experience totaling ten years including two years of supervisory experience.

**LICENSE AND CERTIFICATION**

Appointee must possess a valid California Class C driver's license.

**PROMOTIVE LINES**

No normal lines of promotion - position exempt from examination under the provisions of Charter Section 3.406(c).

**ORIGINATION DATE:**

**AMENDED DATE:**

**BUSINESS UNIT:**

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

**Title: Principal District Attorney's Investigator, Special Unit (SFERS)  
Job Code: 8558**

**INTRODUCTION**

Under general direction, administers the activities of a discrete investigative unit in the District Attorney's Office requiring specialized knowledge; reviews and directs the work of subordinates including investigators engaged in conducting investigations of known and suspected violations of a specialized area of the law; participates in investigations of unusual complexity of a highly confidential or sensitive nature; and performs related duties as required.

**DISTINGUISHING FEATURES**

This class receives direction from the Chief Criminal Investigator and the District Attorney and is in charge of the organization and administration of investigations for a specialized area of the law which receives funding for a specific program. It is distinguished by its responsibility for advice and policy development regarding changes to the District Attorney's mandate, budget preparation, reporting and monitoring, and all other administrative tasks of a discrete unit within the Bureau of Investigations.

**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. Reviews and accepts, or rejects referrals for investigation; assigns accepted referrals to investigative staff; reviews periodically those cases being investigated; reviews and signs all completed investigations.
2. Delivers completed cases showing criminal evidence to the District Attorney's office for prosecution, or refers to program staff for administrative action; refers criminal violations outside the unit's jurisdiction to appropriate law enforcement agencies for follow up.
3. Supervises and participates in the recruitment and selection of personnel; organizes and coordinates personnel activities of the unit.
4. Represents the District Attorney's Office to City governing boards in fiscal and policy matters as well as to outside agencies; assists in the development and monitoring of the unit's annual budget.
5. Monitors state and federal legislation affecting mandates of respective special units; advises management and proposes and assists in the development of policies for implementing these mandates.
6. Monitors the dissemination of confidential information to law enforcement agencies and other public entities; serves as a liaison to police agencies and other public entities on matters related to the unit's directive.
7. Locates, interviews, and interrogates suspects, victims, and witnesses; testifies in court as necessary.
8. Conducts all investigations, as assigned by the Chief Investigator including cases of a highly sensitive and complex nature; prepares detailed reports of investigative findings for oral and written presentation.
9. Analyzes reports of statistical data reflecting the activity of staff; prepares narrative and

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Principal District Attorney's Investigator, Special Unit (SFERS)**

**Job Code: 8558**

detailed reports for submission to state and/or federal agencies, as well as for departmental management review.

10. Coordinates unit activities with program staff, social workers, District Attorney's Office, other investigative units or agencies, and criminal and civil court personnel.

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

**Knowledge of:**

Existing criminal codes and laws;

Investigative techniques and methods;

Information relating to preserving and presenting evidence.

The substantive and procedural civil and criminal law as it pertains to special areas such as child custody and visitation, or welfare fraud;

Financial record-keeping;

Methods of supervision and training.

**Ability to:**

Handle delicate, confidential investigations with tact, resourcefulness, and good judgment; direct program staff and other investigators performing investigative assignments;

Prepare important records and reports;

Plan and carry out extremely important investigations and surveillances;

Prepare important reports and records;

Analyze and interpret laws relating to welfare fraud, child custody and visitation, or other special areas.

**LICENSE AND CERTIFICATION**

Requires possession of a valid California Class C driver's license.

**PROMOTIVE LINES**

This class is exempt from examination under Charter Section 3.406(c).

**ORIGINATION DATE:**

**AMENDED DATE:**

**BUSINESS UNIT(S):**

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

**Title: Assistant Director, Log Cabin Ranch (SFERS)  
Job Code: 8574**

**INTRODUCTION**

Under general direction, assists the Director in the management of the Log Cabin Ranch juvenile detention facility in the care, secure custody and rehabilitation of juvenile residents. This one position classification assists in developing, carrying out and enforcing policies, methods, rules and regulations governing the overall program and activities of the Ranch; making contacts with probation staff, psychologists, parents, and others regarding the care, security and rehabilitation of delinquent boys; preparing and reviewing operational progress, and related records and reports acts for the Director in his/her absence; and performs related duties as required. This position may require working nights, weekends and holidays.

**DISTINGUISHING FEATURES**

The Assistant Director, Log Cabin Ranch is distinguished from Director, Log Cabin Ranch in that the former assists the Director in all aspects of running the Log Cabin Ranch detention facility. It is distinguished from the Supervising Counselor - Log Cabin Ranch in that the Assistant Director, Log Cabin Ranch performs at a higher level of responsibility and directly supervises the supervising counselor positions at Log Cabin Ranch.

**SUPERVISION RECEIVED**

The Assistant Director, Log Cabin Ranch is distinguished from Director, Log Cabin Ranch in that the former assists the Director in all aspects of running the Log Cabin Ranch detention facility. It is distinguished from the Supervising Counselor - Log Cabin Ranch in that the Assistant Director, Log Cabin Ranch performs at a higher level of responsibility and directly supervises the supervising counselor positions at Log Cabin Ranch.

**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. Plans and establishes goals and objectives based on the Mission Statement for the Juvenile Probation Department and Log Cabin Ranch by compiling data, writing reports and participating in meetings to develop goals and objectives; and organizing and retaining data in the Management Information System for continued long and short term planning and periodic evaluation of goals and objectives.
2. Prepares status reports on goals and objectives; monthly, quarterly, semi-annually with data obtained from population reports, staffing reports, safety and security reports, environmental reports, and Log Cabin Ranch inspection reports in order to develop, implement and maintain an accurate MIS.
3. Manages fiscal and material resources by contributing to the development of the annual budget, developing and submitting well justified materials and equipment requests; and accurate reporting of the budget status for Log Cabin Ranch in the monthly, quarterly, semi-annual, and annual reports and also for non-recurring maintenance and minor capital outlay requests in order to maintain fiscal responsibility.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Assistant Director, Log Cabin Ranch (SFERS)**

**Job Code: 8574**

4. Monitors organizational activities and evaluates results by preparing annual environmental reports on conditions of confinement and quality of life for residents and staff in the institution and making recommendations to improve or correct below standard conditions in order to insure that the institution meets the ACA and BOC standards.
5. Monitors food service, school, safety and security, facility cleanliness and volunteer activities by evaluating the weekly, monthly, quarterly, semi-annual and annual reports and developing and initiating corrective action for each area of responsibility.
6. Reviews and evaluates annual training plan and makes recommendations for training that will keep staff in compliance with ACA, BOC standards and developmental needs.
7. Conducts case management meetings for residents in a format that includes, resident, parents/guardian, probation officer, counselors, educational staff, and Special Programs for Youth, staff (e.g. social worker, nurse). The purpose of the meeting is to conduct an overall assessment of the resident's problems related to delinquency, identify strengths and weaknesses, and develop a treatment plan. In addition, the staffing meetings will assess major rule violations by resident, take appropriate action, and determine resident readiness for promotion/graduation and/or program termination.
8. Develops performance standards to measure staff's continual compliance with the ACA and BOC and other performance standards.
9. Conducts quarterly supervisory conferences and writing performance evaluations for the Supervising Counselors, Senior Counselors, and Support Staff in order to identify their strengths and weaknesses, and establish goals and objectives.
10. Participates in meeting with union representatives on grievances from employees and responds appropriately and in a timely manner so as to resolve grievances at the lowest level of administration; instructs supervisors and staff to adhere to the terms of the MOU in order to avoid grievances by staff.
11. Initiates disciplinary action with staff when deemed necessary, demonstrating an awareness for progressive discipline, including verbal and written warnings, written reprimands, suspensions and terminations, in accordance with department standards, Civil Service rules and MOUs.
12. Participates in the development of public relations programs to inform the public and interested community agencies concerning the needs of Log Cabin Ranch
13. Participates in selection procedures for permanent and provisional openings in accordance with departmental and Civil Service rules and procedures.
14. Monitors staff assignments, vacation, and other leave to insure that there is a sufficient level of supervisory and counseling staff available and working to maintain the safety of the residents and the security of the institution.
15. Monitors payroll sheets to ensure accurate reporting of employee's hours and ensure that the completed time rolls are submitted to the payroll unit in a timely manner.
16. Monitors policy and procedure development assigned to senior supervisory staff by reviewing and advising on their progress to insure that the annual policy and procedure review are complete.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Assistant Director, Log Cabin Ranch (SFERS)**

**Job Code: 8574**

17. Manages and controls facilities to insure housing standards are well maintained; and to insure that responses to emergency situations satisfy ACA and BOC standards to include monitoring resident population to insure the facility is operating at its rated capacity. This also includes ensuring residents are properly sight supervised; providing activities in accordance with the daily schedule and BOC and ACA standards; insures sanitation and hygiene standards are met by providing a posted housekeeping plan, personal hygiene supplies, hot showers, clean clothing and bedding. according to legal standards.
18. Cooperates with Special Programs For Youth (SPY), a program with the Department of Public Health, responsible for the health and mental health needs of residents, by insuring that Log Cabin Ranch staff and personnel meet and communicate regularly with SPY staff.
19. Implements and monitors ACA standards for residential settings, which includes juvenile rights, rules and discipline, communications, mail, visiting and telephone privileges, release preparation and transfer programs and citizen and volunteer involvement.
20. Acts for the director in his/her absence in carrying out the internal operating policy, rules and regulations of the Log Cabin Ranch detention facility.

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

**Knowledge of:**

Budget process and labor relations as applicable to the operation of a large youth detention facility.

**Ability to:**

Administer policies, procedures and overall mission of the Juvenile Probation Department;

Supervise staff;

Conduct internal investigations;

Plan, schedule, and coordinate tasks and events;

Analyze and choose appropriate course of action;

Effectively communicate both orally and in writing.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing 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:**

Requires possession of a Bachelor's degree from an accredited college or university, with major course work preferably in the sociology, criminal justice, psychology, social work, public administration, business administration or related fields.

**Experience:**

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Assistant Director, Log Cabin Ranch (SFERS)  
Job Code: 8574**

Requires six years of verifiable experience providing care, security, counseling and discipline for juveniles in a residential correctional facility operated by a County, State or Federal agency. Two years of the above experience must include supervising counselors.

**LICENSE AND CERTIFICATION**

Possession of a valid California Class C driver's license at the time of appointment. California driver license must be maintained current during employment.

**ORIGINATION DATE:**

**AMENDED DATE:**

**BUSINESS UNIT(S):**

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

**Title: Director, Log Cabin Ranch (SFERS)  
Job Code: 8576**

**INTRODUCTION**

Under general administrative direction, the Director of Log Cabin Ranch manages and operates Log Cabin Ranch in the Juvenile Probation Department; provides direction and supervision to the staff; and is responsible for the care, security and treatment of Juvenile law violators within the jurisdiction of the Juvenile Court.

**DISTINGUISHING FEATURES**

The single position in this classification reports to the Chief Probation officer, Juvenile Probation Department, and is defined by its independent responsibility for the management and administration of Log Cabin Ranch. This classification is distinguished from the Director, Probation Services, in that the latter class directs the department's field services division. It is distinguished from the Director, Juvenile Hall, in that the latter class manages and administers the operations of Juvenile Hall.

**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. Acts as Chief Executive Officer of Log Cabin Ranch; develops and utilizes programs to best meet the needs of local youth; consults with San Francisco Unified School District officials to coordinate educational activities with rehabilitation and detention programs; oversees the operation of Log Cabin Ranch.
2. Assists in the development of policies and procedures governing the operation and administration of Log Cabin Ranch; gives direction to and consults with staff on a variety of activities; evaluates general performance of staff with emphasis on the quality of performance.
3. Directs the preparation of the annual budget for Log Cabin Ranch; reviews, evaluates and approves budget requests from staff; reviews budget performance reports; coordinates the purchasing of food, clothing, supplies and equipment with the Manager, Finance and Administration, Juvenile Probation.
4. Explains divisional policy to the public and private or governmental agencies; releases information on juveniles and programs to the news media in accordance with established policy and procedure; develops a divisional public relations program.
5. Ensures that operations conform with local, state and federal governmental regulations.

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

**Knowledge of:**

Administrative principles and procedures as applied to the operation and management of youth detention and rehabilitation facilities;

Applicable laws, codes, statutes and policies.

**Ability to:**

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

**Title: Director, Log Cabin Ranch (SFERS)**

**Job Code: 8576**

Plan, organize and direct the operation of a juvenile facility;

Analyze complex situations accurately and adopt an effective course of action;

Provide direction to supervisory staff charged with the responsibility of implementing plans of action;

Speak and write effectively;

Represent the department before boards, commissions, governmental agencies and community groups;

Exercise unusual skill in the administration of a facility.

**PROMOTIVE LINES**

NOTE: This class is exempt from Civil Service examination under Section 3.699-2 of the Charter.

**ORIGINATION DATE:**

**AMENDED DATE:**

**BUSINESS UNIT(S):**

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

**Title: Assistant Director, Juvenile Hall (SFERS)  
Job Code: 8578**

**INTRODUCTION**

Under general direction, assists in the management and operation of Juvenile Hall detention facility, including the care, custody, safety and welfare of juveniles detained at Juvenile Hall; acts for the Director in his/her absence and performs related duties as required. Requires responsibility for: Carrying out, interpreting, coordinating and enforcing existing institutional policies and methods for the Juvenile Hall; continuous personal contacts in situations involving the handling of difficult personal inter-relationships; preparing, approving, reviewing and maintaining institution records and reports. This position may require working nights, weekends and holidays.

**DISTINGUISHING FEATURES**

The Assistant Director, Juvenile Hall is distinguished from the Director, Juvenile Hall in that the former assists the Director in all aspects of running the Juvenile Hall detention facility. It is distinguished from the Supervising Counselor position in Juvenile Hall in that the Assistant Director, Juvenile Hall performs at a higher level of responsibility and directly supervises the Supervising Counselor, Juvenile Hall positions.

**SUPERVISION EXERCISED**

This classification directly supervises the Supervising Counselor, Juvenile Hall positions.

**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. Plans and establishes goals and objectives for Juvenile Hall based on the Mission Statement for the Juvenile Probation Department and Juvenile Hall by compiling data from reports and participating in meetings to develop goals and objectives; and organizing and retaining data in the Management Information System for continued long and short term planning and periodic evaluation of goals and objectives.
2. Prepares status reports on goals and objectives monthly, quarterly, semi-annually with data obtained from population reports, staffing reports, safety and security reports, environmental reports, and Juvenile Hall inspection reports in order to develop, implement and maintain an accurate MIS.
3. Manages fiscal and material resources by contributing to the development of the annual budget; developing and submitting well justified materials and equipment requests adequate to the needs of the institution and by accurate reporting of the budget's status for Juvenile Hall in the monthly, quarterly, semi-annual, and annual reports regarding non-recurring maintenance and minor capital outlay requests in order to maintain fiscal responsibility.
4. Monitors organizational activities and evaluates results by preparing annual environmental reports, on conditions of confinement and quality of life for residents and staff in the institution and making recommendations to improve or correct below standard conditions in order to insure that the conditions of confinement and quality of life meet the ACA and BOC

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**Title: Assistant Director, Juvenile Hall (SFERS)**

**Job Code: 8578**

standards.

5. Monitors food service, school, safety and security, facility cleanliness and volunteer activities by evaluating the weekly, monthly, quarterly, semi-annual and annual reports and developing and initiating corrective action for each area of responsibility.
6. Reviews and evaluates annual training plans and makes recommendation for training that will keep staff in compliance with ACA, BOC standards and developmental needs.
7. Reviews, evaluates and makes recommendation regarding quarterly and annual staff assault reports and implements approved action.
8. Develops a standard reporting system for resident case management.
9. Develops performance standards to measure continual compliance of staff with the ACA and BOC and other performance standards.
10. Writes performance evaluations for the Supervising Counselors and Support Staff in order to identify their strengths and weaknesses, and establish goals and objectives.
11. Meets with union representatives on grievances from employees and responds in a timely manner so as to resolve grievances at the lowest level of administration; instructs supervisors and staff to adhere to the terms of the MOU in order to avoid grievances by staff.
12. Participates in the development of public relations programs that will inform and educate the public and interested community agencies concerning the needs and progress of Juvenile Hall.
13. Participates in the selection procedure for permanent and provisional openings in accordance with departmental and Civil Service rules and procedures.
14. Initiates disciplinary action with staff when deemed necessary, demonstrating an awareness for progressive discipline, including verbal warnings, written reprimands, suspensions and terminations in accordance with department standards, Civil Service rules and MOU's.
15. Monitors staff assignments, vacation, leaves and time rolls.
16. Monitors policy and procedure development for senior supervising staff.
17. Manages and controls facilities to insure housing standards are well maintained according to legal (ACA and BOC) standards.
18. Cooperates with Special Programs for Youth (SPY), a program of the Department of Public Health, responsible for the health and mental health needs of residents, by insuring that Juvenile Hall staff and personnel meet and communicate regularly with SPY staff.
19. Implements and monitors ACA (Commission on Accreditation for Corrections) standards for detention which includes: administration and management, physical plant, institutional operations, facility services and juvenile services
20. Acts for the director in his/her absence in carrying out the internal operating policies and rules and regulations of the Juvenile Hall detention facility.

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

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

**Title: Assistant Director, Juvenile Hall (SFERS)**

**Job Code: 8578**

**Knowledge of:**

Budget process and labor relations as applicable to the operation of a large youth detention facility.

**Ability to:**

Administer policies, procedures and overall mission of the Juvenile Probation Department;

Supervise staff;

Conduct internal investigations;

Plan, schedule, and coordinate tasks and events;

Analyze situations and choose appropriate course of action;

Effectively communicate both orally and in writing.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing 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:**

Requires possession of a Bachelor's degree from an accredited college or university, with major course work preferably in psychology, sociology, criminal justice, social work, public administration or business administration or related fields.

**Experience:**

Requires six years of verifiable experience providing care, security, counseling and discipline for juveniles in a residential correctional facility operated by a County, State or Federal agency. Three years of the above experience must include supervising counselors.

**LICENSE AND CERTIFICATION**

Possession of a valid California Class C driver's license at the time of appointment. California driver license must be maintained current during employment.

**ORIGINATION DATE:**

**AMENDED DATE:**

**BUSINESS UNIT(S):**

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

**Title: Director, Juvenile Hall (SFERS)  
Job Code: 8580**

**INTRODUCTION**

Under general administrative direction, the Director of Juvenile Hall manages and operates Juvenile Hall in the Juvenile Probation Department; provides direction and supervision to the staff; is responsible for the care, security and treatment of Juvenile law violators within the jurisdiction of the Juvenile Court.

**DISTINGUISHING FEATURES**

The single position in this classification reports to the Chief Probation Officer, Juvenile Probation Department, and is characterized by its independent responsibility for the management and administration of Juvenile Hall. This classification is distinguished from the Director, Log Cabin Ranch, in that the latter class manages and administers the operations of Log Cabin Ranch. It is distinguished from the Director, Probation Services, in that the latter class directs the department's field services division.

**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. Acts as Chief Executive Officer of Juvenile Hall; develops and utilizes programs to best meet the needs of local youth; consults with San Francisco Unified School District officials to coordinate educational activities with rehabilitation and detention programs; oversees the operation of Juvenile Hall.
2. Assists in the development of policies and procedures governing the operation and administration of Juvenile Hall; gives direction to and consults with staff on a variety of activities; evaluates general performance of staff with emphasis on the quality of performance.
3. Directs the preparation of the annual budget for Juvenile Hall; reviews, evaluates and approves budget requests from staff; reviews budget performance reports; coordinates the purchasing of food, clothing, supplies and equipment with the Manager, Finance and Administration, Juvenile Probation.
4. Explains divisional policy to the public and private or governmental agencies; releases information on juveniles and programs to the news media in accordance with established policy and procedure; develops a divisional public relations program.
5. Ensures that operations conform with local, state and federal governmental regulations.

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

**Knowledge of:**

Administrative principles and procedures as applied to the operation and management of youth detention and rehabilitation facilities;

Applicable laws, codes, statutes and policies.

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

**Title: Director, Juvenile Hall (SFERS)  
Job Code: 8580**

**Ability to:**

Plan, organize and direct the operation of a juvenile facility;

Analyze complex situations accurately and adopt an effective course of action;

Provide direction to supervisory staff charged with the responsibility of implementing plans of action;

Speak and write effectively;

Represent the department before boards, commissions, governmental agencies and community groups;

Exercise unusual skill in the administration of a facility.

**PROMOTIVE LINES**

NOTE: This class is exempt from Civil Service examination under Section 3.699-2 of the Charter.

**ORIGINATION DATE:**

**AMENDED DATE:**

**BUSINESS UNIT(S):**

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

**Title: Asst. Chief Probation Officer, Juvenile Probation (SFERS)  
Job Code: 8582**

**INTRODUCTION**

Under general administrative direction, plans, coordinates and directs the administrative and financial operations of the Juvenile Probation Department, including budgeting, staffing, and program development; implements and enforces policy as determined by the Chief Probation Officer; manages administrative and fiscal functions of staff services, supervises Division Directors and managers of department programs; acts as Executive Officer in the absence of the Chief Probation Officer; and performs related duties as required.

**DISTINGUISHING FEATURES**

This position reports to the Chief Probation Officer and is responsible for assisting in the development and implementation of department programs, policies and procedures; oversees the operation of all department programs; monitors and reviews division operations for effectiveness and conformance to policies, procedures and regulations. It is distinguished from the Chief Probation Officer in that the latter is the head of the department responsible for the City's juvenile court services and the overall administration of the Juvenile Probation Department. It is further distinguished from other managers by its responsibilities for the daily administrative supervision of all program operations through subordinate Division Directors and managers.

**SUPERVISION EXERCISED:**

The Assistant Chief Probation Officer supervises all management staff responsible for division programs and administrative functions.

**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. Plans, organizes and coordinates program strategies for juvenile services, including supervision of Juvenile Hall court wards, probation services, Log Cabin residents, community programs, information services, finance and administration, training and personnel management; reviews various correctional studies and reports to identify program problems or issues and addresses department needs and services; implements organizational changes and interprets policies, procedures, regulations and directives to staff.
2. Establishes operational goals and objectives to ensure compliance with the department's mission statement, policies, mandates, state and federal requirements.
3. 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 matters, policy or procedural changes.
4. Coordinates the department's training program; evaluates the overall effectiveness of required training and implements an improved or specialized training to address project

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

**Title: Asst. Chief Probation Officer, Juvenile Probation (SFERS)**

**Job Code: 8582**

needs.

5. As directed, represents the Chief Probation Officer at meetings with officials, Board of Supervisors, commissions, legislative bodies, employee representatives, community groups, labor organizations and other interested parties.
6. Confers with management staff regarding work performance and evaluation, employee grievance and discipline.
7. Assists in preparing and administering the annual budget; reviews budget estimates and requests; maintains budgetary controls of expenditures, use of equipment, facility space and staff, directs resources in developing programs, grant applications, projects and assists in securing potential funding.

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

**Knowledge of:**

Principles, methods and techniques in administering juvenile probation services and applicable laws, codes, statutes and policies;

Budget preparation and fiscal management;

Principles and practices of organizational management, supervision and training.

**Ability to:**

Effectively manage, supervise and coordinate the activities of several programs;

Develop and implement organizational programs;

Exercise judgment and discretion in applying and interpreting policies and procedures;

Communicate tactfully and effectively with employees, management staff, officials, representatives, the media and the general public;

Prepare and present oral and written reports and recommendations clearly, logically and concisely.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing 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 major course work in social science, administration of justice, business or public administration, or related fields.

**Experience:**

Seven years of progressively responsible experience in social work or justice administration in areas of probation, youth services and delinquency prevention, including four years of management and

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

**Title: Asst. Chief Probation Officer, Juvenile Probation (SFERS)**

**Job Code: 8582**

supervision in an organization associated with delivery of services in probation, corrections or justice programs.

**Special Requirement:**

Must meet Peace Officers Standard Training requirements (POST). Essential duties require the following physical skills and work environment: ability to work in a standard office environment.

**LICENSE AND CERTIFICATION**

Possession of a valid California Class C driver's license.

**PROMOTIVE LINES**

Note: this class is exempt from Civil Service examination under Charter Section 10. 104 (6).

**ORIGINATION DATE:**

**AMENDED DATE:**

**BUSINESS UNIT(S):**

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

**Title: Director, Probation Services (SFERS)  
Job Code: 8584**

**INTRODUCTION**

Under general administrative direction, the Director of Probation Services plans, organizes and directs the field services division of the Juvenile Probation Department; provides direction and supervision to the staff; and is responsible for the care, security and supervision of court wards within the jurisdiction of the Juvenile Court.

**DISTINGUISHING FEATURES**

The single position in this classification reports to the Chief Probation Officer, Juvenile Probation Department, and is characterized by its independent responsibility for the development and direction of the department's field services division. This class is distinguished from the Director, Community Programs, Juvenile Probation, in that the latter class manages and evaluates community programs. This class is distinguished from the Director, Juvenile Hall, in that the latter class manages and administers the operations of Juvenile Hall.

**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. Plans, directs and coordinates unit supervisors in the functions of intake/investigation, family crisis intervention, delinquency prevention, out-of-home placement and special services.
2. Establishes a staff development program; coordinates implementation of group and individual training, as well as the professional development of division employees, with the training officer.
3. Represents the department at professional, government and community meetings as directed and through all possible sources, including the media, publicizes and promotes the mission of the department.
4. Establishes performance standards for each class of employees under the supervision of the Director, Probation Services.
5. Establishes a classification and case management system for the structured and orderly supervision and disposition of cases.

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

**Knowledge of:**

Administration of youth services;

Methods and principles of delinquency prevention;

Applicable laws, codes and national standards related to administration of youth services.

**Ability to:**

Establish and maintain an effective working relationship with department staff, government and private sector agencies and groups in the community, concerning youth services and

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

**Title: Director, Probation Services (SFERS)**

**Job Code: 8584**

delinquency prevention and control problems;

Apply professional standards, knowledge and ability to the organizational dynamics of a human services or public safety agency.

**PROMOTIVE LINES**

NOTE: This class is exempt from Civil Service examination under Section 3.669-2 of the Charter.

**ORIGINATION DATE:**

**AMENDED DATE:**

**BUSINESS UNIT(S):**

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

**Title: Chief Probation Officer, Juvenile Court (SFERS)  
Job Code: 8586**

**INTRODUCTION**

Subject to judicial review and executive approval, administers the non-judicial operations of the juvenile court, including the probation division, juvenile hall, log cabin ranch school, as well as the related business and building maintenance services; coordinates activities with the court's program and directions; directs a continuing program of public relations; and performs related duties as required. Requires major responsibility for: coordinating, approving and executing established policies and methods affecting the various non-judicial activities in the different areas supervised; budgetary fiscal control and services; making continuing contacts in order to establish and maintain satisfactory relationships with subordinate administrative, supervisory and professional personnel and administrative officials and representatives of outside groups in connection with handling difficult probation matters and problems; directing the preparation, approval, review and maintenance of important records and reports affecting all operational, maintenance and non-judicial activities.

**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. Plans, organizes and directs the non-judicial activities of the juvenile court; develops methods and policies to govern administration of juvenile probation.
2. Formulates plans for rehabilitation of probationers; cooperates with various social agencies, law enforcement bodies and interested persons in developing programs of crime and delinquency prevention; makes recommendations to the court for effecting betterments.
3. Maintains liaison with city and state departments in connection with the operation, finance, maintenance of buildings and grounds, capital improvements and public relations of all divisions of the juvenile court.
4. Attends meetings with state officials, various committees of the board of supervisors, the mayor and his staff, chief administrative officer, controller, director of public works, city architect, superintendent of schools, chief of police and such other public executives and employees as occasions may require and where interests are common with other agencies.
5. Establishes and maintains a continuing program of public relations to explain and interpret the work of the department; discusses problems with representatives of the press; television and radio; lectures to various public and private organizations; annually related pertinent information to each grand jury and assists in formulating administrative and other improvements.
6. Coordinates all problems of the department with the judge of the juvenile court and with the juvenile probation committee; seeks and obtains advice and counsel on major problems and policy matters.
7. Confers with the board of directors of the youth guidance center volunteer auxiliary; acts as special consultant in connection with program development concerning children under the jurisdiction of the department.
8. Personally inspects all activities; visits institutional premises; meets with executives and private agencies to formulate overall child welfare planning; advises and counsels with

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

**Title: Chief Probation Officer, Juvenile Court (SFERS)  
Job Code: 8586**

subordinate administrative and supervisory personnel affecting their respective spheres of operations; insures that subordinates are given every opportunity and encouraged to render maximum service in their respective fields.

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

**Knowledge of:**

Methods and techniques in administering juvenile probation services and applicable laws, codes, statutes and policies.

**Ability and skill to:**

Plan and coordinate varied and complex juvenile probation activities;

Establish and maintain effective working relationships with department personnel and government and community agencies concerned with juvenile problems.

**Skill in:**

The application of professional knowledge and ability to juvenile probation problems.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing 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:**

Requires possession of a Bachelor's degree with major course work in the social sciences.

**Experience:**

Requires ten years of increasingly responsible social welfare experience, especially as applied to either juvenile or family case work, including four years of responsible administrative experience; or an equivalent combination of training and experience.

**PROMOTIVE LINES**

To: No normal line of promotion

From: Assistant Chief Probation Officer, Juvenile Court

**ORIGINATION DATE:**

**AMENDED DATE:**

**BUSINESS UNIT(S):**

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

**Title: Division Director, Adult Probation (SFERS)  
Job Code: 8588**

**INTRODUCTION**

Under general direction, assists the Chief Adult Probation Officer in the organization, planning and direction of the activities of a major division of the Adult Probation Department; coordinates the units both within the division and with other divisions, departments and agencies; and performs related duties as required.

**DISTINGUISHING FEATURES**

This classification is the second level supervisor in the Adult Probation Department. Whereas the unit supervisor, Supervising Adult Probation Officer, is responsible for daily supervision over a group of probation officers and related clerical staff, the Division Director, Adult Probation is responsible for the administrative planning and coordination of the units within a division. The Division Director, Adult Probation reports directly to the Chief Adult Probation Officer.

**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. Plans, organizes, directs and coordinates the activities, policies and procedures of a major division of the Adult Probation Department, consisting of a group of geographical or project units; confers with supervising personnel; formulates guidelines; resolves unit problems; disseminates information; keeps statistics for administrative purposes.
2. Assists the Chief Adult Probation Officer by advising on division activities and problems; represents the department in meetings; functions as a liaison with other divisions, departments and agencies; attends and observes court hearings in order to maintain liaison and resolve differences.
3. Reviews and participates in the selection, assignment, training and evaluation of staff.
4. Assists in the planning and preparation of the budget; assists in the coordination and control of supplies and office space.
5. Plans and implements policies and procedures to promote efficient coordination both within the division and with other divisions, departments, and agencies.
6. Develops, evaluates, and recommends policies to the Chief Adult Probation Officer.
7. May supervise a unit in addition to a division, if required.
8. May represent the Chief Adult Probation Officer, if so directed, including serving as acting head of the department.

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

**Knowledge of:**

The principles of human behavior, casework and interviewing;  
The applicable sections of State laws and codes;

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

**Title: Division Director, Adult Probation (SFERS)**

**Job Code: 8588**

The functions, organization, policies and procedures of the Superior and Municipal Courts;

The available community resources of public and private agencies;

The function of various government boards and offices.

**Ability to:**

Plan, coordinate and supervise the activities of a group of probation units in an effective and flexible manner;

Prepare and present verbal and written material to a variety of individuals, representatives and groups.

**ORIGINATION DATE:**

**AMENDED DATE:**

**BUSINESS UNIT(S):**

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

**Title: Chief Adult Probation Officer (SFERS)  
Job Code: 8590**

**INTRODUCTION**

Subject to judicial review and executive approval, is responsible for the proper administration of the adult probation department; formulates policies and plans and develops methods and procedures for the rehabilitation of adult probationers; cooperates with various social agencies, law enforcement bodies and interested persons and groups in programs of crime and delinquency prevention; and performs related duties as required. Requires major responsibility for: coordinating, approving and executing policies and methods affecting all units of the department, the management of budgetary and fiscal activities and services of the entire organization; making continuing high level contacts with representatives of government and private agencies concerned with the welfare of adult probationers; directing the preparation, approval, review and maintenance of important records and reports affecting all operations of the department and individual case records of adult probationers.

**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 activities and personnel of the adult probation department.
2. Develops department policies, methods and procedures and formulates plans for the rehabilitation of probationers.
3. Cooperates with various agencies, law enforcement bodies and interested persons and groups regarding programs of crime and adult delinquency prevention; makes recommendations to court for effecting betterments in procedures and services.
4. Prepares annual budget estimates for personal and non-personal services covering the various activities of the department; subsequently, is responsible for controlling expenditures within limitations of authorized appropriations.
5. Directs and participates in the preparation of required periodic reports of department operations and the maintenance of required records and files.
6. Serves as a member of the county parole commission.

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

**Knowledge of:**

Social, economic and psychological factors contributing to criminal and other antisocial behavior;

The applicable provisions of the law relating to the functions and duties of the probation officer and the legal rights and obligations of public offenders;

The organization, operations and procedures of the municipal court and adult probation department.

**Ability to:**

Establish and maintain effective administrative relationships with subordinate supervisors and

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

**Title: Chief Adult Probation Officer (SFERS)**

**Job Code: 8590**

adult offenders and respondents;

Plan, organize, assign and administer and review the work of subordinates;

Effect harmonious working relationships with numerous public and private agencies and individuals engaged in the apprehension, conviction and rehabilitation of adult offenders.

**Skill in:**

The techniques of administering adult probation activities and in evaluating and counseling adult probationers.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing 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:**

Requires possession of a Bachelor's degree, with major course work in the social sciences.

**Experience:**

Requires at least nine years of progressively responsible social welfare experience, especially as applied to adult or family case work, including four years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

**PROMOTIVE LINES**

No normal lines of promotion - position exempt from examination

**ORIGINATION DATE:**

**AMENDED DATE:**

**BUSINESS UNIT(S):**