

Department: Probation  
Classification: Competitive  
Grade:

Spec Disk: A4  
Document: 31

### **PROBATION DIRECTOR (Group A)**

**Distinguishing features of the class:** This is the sole management level position in a Group A probation department. The incumbent is responsible for planning, organizing, directing, coordinating and controlling the activities of the department in a manner which ensures the provision and maintenance of effective probation services in accordance with established laws and regulations. The work is performed under the general oversight of the New York State Division of Criminal Justice Services, Office of Probation and Correctional Alternatives. The incumbent typically reports to the chief executive officer of the county. This position differs from that of a Probation Director (Group B, C or D) in that a Probation Director (Group A) is employed in the smallest probation department. A Probation Director (Group A) is a Peace Officer pursuant to Criminal Procedure Law Section 2. 10 and may carry a firearm in performance of his/her duties. The incumbent will perform all related duties as required.

#### **Typical Work Activities:**

Plans, organizes and supervises the activities of the probation department;  
Controls the work of the department through assignment to subordinate staff and directing and reviewing their performance;  
Develops and implements administrative processes, policies, and/or procedures related to probation functions including, but not limited to intake, investigation and report preparation, case management, probation supervision and graduated responses and violations of probation;  
Develops and administers a department budget;  
Confers with Human Resources/Personnel Department regarding personnel matters and makes decisions as appropriate regarding matters including, but not limited to employee hiring, counseling and discipline;  
Prepares and forwards reports related to the work performed to the New York State Division of Criminal Justice Services, Office of Probation and Correctional Alternatives;  
Confers and/or meets with heads of other state/local departments and service providers regarding the delivery of probation services;  
Confers and/or meets with probation directors/commissioners of other departments to advance the goals of professional probation practice;  
Conducts staff meetings to discuss program goals, objectives and performances and plans more effective and efficient operations;  
Ensures the maintenance of case records and financial obligation records and establishes appropriate related policies;  
Plans, coordinates and supervises staff training and development;

Confers and/or meets with judges, court personnel, attorneys, other law enforcement, educational and social agencies and other entities involved with probation activities to help ensure cooperative working relationships;

Represents the department in meetings with various community groups regarding the agency's activities, disseminating information and maintaining effective relationships with community groups and resources to foster effective collaboration;

Coordinates with county leadership to respond to media inquiries regarding probation activities;

May use a firearm in performing duties and exercising authority pursuant to departmental policy.

**Full Performance Knowledge, Skills, And Abilities:**

Thorough knowledge of interviewing and investigative techniques and practices related to probation work:

Thorough knowledge of effective assessment, case planning and management;

Good knowledge of management principles and practices;

Good knowledge of principles and practices of second-level supervision;

Good knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques;

Good knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;

Good knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information;

Good knowledge of juvenile and adult risk and needs assessment instruments;

Good knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts;

Good knowledge of the principles underlying human behavior, growth and development;

Good knowledge of the specific rules and procedures related to the department worked in;

Good knowledge of current trends and developments in the fields of probation and community corrections;

Good knowledge of the local government budget process;

Good knowledge of community resources;

Good knowledge of the geography of the jurisdiction employed in;

Good knowledge of employment, training and treatment options available to probationers;

Working knowledge of fiscal internal controls principles governing financial obligations and departmental operations;

Working knowledge of firearm safety;

Skill in the use of firearms where authorized;

Ability to understand and apply descriptive statistics;

Ability to apply management techniques and plan, organize and direct the operations of the department;

Ability to plan and supervise the work of others;

Ability to develop and administer a budget;

Ability to establish and maintain effective working relationships;

Ability to understand and interpret written technical information including statutes, regulations and operational procedures to ensure effective practice and departmental compliance;

Ability to communicate effectively both orally and writing.

**Open Competitive Minimum Qualifications:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher including or supplemented by thirty (30) credit hours in social or behavioral sciences and two (2) years of experience as a Probation Supervisor 1 or equivalent experience in a probation agency.

**Note:** Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

**Promotion Qualifications:**

One (1) year of permanent competitive class status as a Probation Supervisor 1.

**Special Requirement:** Possession of a current driver's license or ability to otherwise meet the transportation requirements of the position.

**Note:** **Social science** includes areas of study concerned with humans living in relation to other humans in a social environment and such anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

**Behavioral science** is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocation rehab

**Note:** Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

**Note:** The class specifications including the minimum qualifications for positions in Probation Department are established by rule and regulations of the Division of Criminal Justice Services.

These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

**Note:** This position is allocated to the competitive class pursuant to Executive Law Section 257(1).

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3/20/2019: H-10 Requirements changed, Essex County changed from Probation Director II to Probation Director (Group A) effective 5/28/2019