

Appendix H-10 of 9 NYCRR Part 347 is REPEALED and a new Appendix H-10 is added to read as follows:

State of New York

Office of Probation and Correctional Alternatives (OPCA)

Standard Specifications for Professional Probation Positions

Effective: Six Months from Adoption Date

Contents

Reference

1. General Group Staffing for Probation Positions

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Notes:

As provided in Section 347.4 (f) of Title 9 NYCRR, at the discretion of the Personnel Officer or Civil Service Commission having jurisdiction over the positions being filled in the Probation Department, if fluency in a language other than English is determined to be a legitimate job requirement for success in the position being filled, any title included in this Appendix can be classified with a parenthetical designation indicating the language in which the incumbent of the position must be proficient. Proficiency in the language other than English will be evaluated by

the appointing authority during the probationary term. Failure to demonstrate proficiency in the language other than English can be deemed to be unsatisfactory completion of the probationary term by the appointing authority. See Probation Officer 1 (Other Language) for sample language.

Specification Series

PROBATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a para-professional position in a probation department. Unlike a Probation Officer 1, a Probation Assistant is not a Peace Officer pursuant to the New York State Criminal Procedure Law. The incumbent is responsible for assisting probation officers in a local probation agency in tasks which may include performing pre-dispositional/pre-trial related duties such as interviewing and screening individuals arrested and/or otherwise not yet adjudicated/sentenced for suitability for pre-trial release, making recommendations for release, monitoring individuals released into the community whose cases are pending; and notifying courts of case status. An incumbent may also serve as a probation department's point of contact for transfer of records and files with other probation departments, law enforcement agencies or courts. He/she also assists in the control and supervision of probationers by performing tasks such as opening and closing cases; retrieving archived files; delivering documents to law enforcement agencies and the courts; assisting with the collection of financial obligations; and processing intra and interstate transfers. The work is performed under the supervision of a Probation Supervisor 1 or higher level probation professional in accordance with applicable rules/regulations, statutes and/or policies and procedures as directed by a Probation Director or his/her designee. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Interviews individuals in custody of a law enforcement agency to assess their suitability for release from detention pending trial, monitors status of individuals released and notifies courts of their status;

Assists individuals receiving probation services in completing questionnaires and other documents, and by answering general questions;

Supports a probation department's involvement with specialty courts at the direction of a Probation Director or his/her designee which may include gathering information; conducting drug/alcohol screenings; and contacting victims, law enforcement agencies, human service agencies, treatment providers and other involved parties as necessary;

Gathers information about individuals receiving probation services from a variety of sources, including but not limited to, public and private human services agencies, law enforcement agencies, courts and employers to verify social and legal histories of probationers; secures information regarding conduct and progress of probationers and helps resolve problems of probationers including problems related to housing, health care, employment, or other essential matters;

Obtains and forwards documents and information needed by law enforcement agencies and the courts in accordance with applicable regulations and/or statutes as directed by the Probation Director or his/her designee;

Registers and updates cases by entering data into a database or other electronic file, conducts record checks through local, state, and federal databases where authorized and produces electronic reports as needed;

Assists with the preparation of written memorandums, correspondence, transfer orders, discharge letters and other documents by gathering and relaying accurate information;

Records attendance at day reporting;

Performs a variety of office and/or clerical tasks including answering the phone, photocopying, and creating, filing and maintaining records;

May perform drug and alcohol screenings and collect DNA samples;

May prepare files for intra or interstate transfers and prepare and monitor inter/intra state transfers out of the local jurisdiction;

May provide employment preparedness assessments and employment related training and assistance.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of pre-trial court procedures;

Good knowledge of interviewing methods necessary to determine suitability for pre-trial release from detention;

Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening, DNA collection, and electronic monitoring devices;

Good knowledge of the geography of the jurisdiction employed in;

Working knowledge of laws pertaining to probation work and functions and procedures of family and criminal courts;

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

Working 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;

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

Working knowledge of factors related to crime and delinquency;

Working knowledge of the rules of evidence, arrest laws and custody procedures;

Working knowledge of community resources;

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

Working knowledge of office terminology, procedures, equipment and business English;

Ability to interview detainees and assess their suitability for pre-trial release;

Ability to review and explain conditions of probation to a probationer;

Ability to gather and organize information related to the work performed;

Ability to administer drug, alcohol testing and collect DNA samples as needed;

Ability to establish and maintain effective working relationships with others;

Ability to understand and follow oral and written instructions;

Ability to communicate effectively both orally and in writing;

Ability to understand and empathize with the needs and concerns of others;

Ability to maintain composure and make rational judgments under stressful conditions.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees, with an Associate's degree or higher in criminal justice, human services, chemical dependency counseling, business administration, or a closely related field or;
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working with the public in a public or private human services agency or a criminal justice or juvenile justice agency or;
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

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

Note: The class specifications including the minimum qualifications for positions in Probation Departments 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 the Executive Law Section 257(1).

PROBATION OFFICER 1 TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a one-year traineeship used to appoint individuals to an entry-level Probation Officer 1, Probation Officer 1 (Other Language) or Probation Officer 1 (Community Liaison) position in a probation department responsible for the care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. A Probation Officer 1 Trainee is responsible for participating in a continuous in-service training program regarding the investigative, supervision, counseling and coaching duties and responsibilities of a Probation Officer 1 and, under close and on-going supervision, performs such duties and exercises such responsibilities in a limited nature. When a Probation Officer 1 Trainee participates in a traineeship for a Probation Officer 1 (Other Language) or a Probation Officer 1 (Community Liaison) position, he/she is required to satisfy the additional requirements for these positions and be capable to learn the specialized work they perform. Probation Officer 1 Trainee work is performed under the direct supervision of a probation professional. Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer 1 or specified parenthetical without further examination. A Probation Officer 1 Trainee is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

GENERAL:

Participates in an in-service training program regarding the investigation, supervision, counseling and coaching duties and responsibilities of a Probation Officer 1 and develops goals and objectives to ensure the successful completion of the training program;

Under the direct supervision of a probation professional, gathers, verifies, reviews and analyzes social, medical, mental health, substance abuse, sex offender, legal and other documentation and by interviewing defendants/respondents, victims, law enforcement personnel and other case related individuals to conduct pre-plea/pre-sentence/pre-disposition investigations;

Under the direct supervision of a probation professional, prepares reports regarding persons awaiting disposition of the courts;

Under the direct supervision of a probation professional, conducts risk and need assessments and evaluates results for pre-trial, investigation, and supervision purposes;

Under the direct supervision of a probation professional, promotes risk reduction by providing direction and support to help the probationer change factors that promote and maintain criminal/delinquent behavior; coaches probationers to select new patterns of thinking, feeling and behaving and develop new attitudes and skills which help sustain a constructive and law-abiding relationship with the broader community and reduce the likelihood of becoming re-involved in criminal or delinquent behavior;

Under the direct supervision of a probation professional, prepares progress reports on probationers and periodically reviews case histories to determine the degree of adjustment;

Under the direct supervision of a probation professional, prepares a final case report once a case is closed;

Under the direct supervision of a probation professional, prepares violation reports;

Under the direct supervision of a probation professional, prepares case/supervision plans and explains conditions of sentence/disposition to probationers;

Under the direct supervision of a probation professional, monitors probationers' compliance with conditions of probation;

Under the direct supervision of a probation professional, performs drug/alcohol screenings, and collects DNA samples from probationers;

May develop and maintain professional relationships with other social and law enforcement agencies and cooperates with them in matters of mutual interest such as assisting probationers with life adjustments;

May arrange for medical, mental health, substance abuse treatment or other services according to individual probationer's needs or court orders;

May testify in court or at violation hearings;

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

ADDITIONAL FOR PROBATION OFFICER 1 (COMMUNITY LIAISON) TRAINEESHIP:

Under the direct supervision of a probation professional:

Reviews local probation department programs, literature, forms, instructions, etc. for accessibility to minority probationers;

Identifies programs, policies and practices which may impede effective service delivery to minority communities;

Participates in special studies, assignments and research projects related to the impact of probation department policies and service delivery on minority communities;

Prepares written reports with recommendations regarding the impact of probation department actions, decisions and requirements of service delivery to minority communities;

Establishes and maintains relationships with minority groups and organizations regarding probation service delivery to minority communities;

Conducts special outreach and recruitment activities to minority communities;

Serves as department resource concerning minority issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES

GENERAL:

Working knowledge of interviewing and investigative techniques and practices related to probation work;

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

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

Working knowledge of effective assessment, case planning and management;

Working 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;

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

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

Working knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screenings, DNA collection and electronic monitoring devices;

Working knowledge of the powers of a Peace Officer;

Working knowledge of the geography of the jurisdiction employed in;

Working knowledge of factors related to crime and delinquency;

Working knowledge of the rules of evidence, arrest laws and custody procedures;

Working knowledge of social sciences, including sociology, psychology and demography;

Working knowledge of community resources;

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

Working knowledge of firearm safety;

Skill in the use of firearms where authorized;

Ability to administer accurate and thorough assessments;

Ability to understand and follow oral and written instructions;

Ability to analyze and organize data and prepare records and reports;

Ability to conduct effective case planning;

Ability to refer a probationer to the right types of services within the probation department and the broader community;

Ability to promote and monitor change and take appropriate action to sustain growth or help the probationer initiate appropriate behavioral patterns;

Ability to establish and maintain effective working relationships with others;

Ability to counsel probationers regarding social, emotional and vocational problems;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to communicate effectively both orally and in writing;

Ability to administer drug, alcohol testing and collect DNA samples as needed;

Ability to understand and empathize with the needs and concerns of others;

Ability to maintain composure and make rational judgments under stressful conditions;

Ability to safely and effectively use a firearm if so authorized.

ADDITIONAL FOR PROBATION OFFICER 1 (OTHER LANGUAGE) TRAINEESHIP:

Good knowledge of grammar, vocabulary, syntax and pronunciation in the other language;

Ability to speak the other language at a proficiency level deemed appropriate by the department worked in.

ADDITIONAL FOR PROBATION OFFICER 1 (COMMUNITY LIAISON) TRAINEESHIP:

Working knowledge of programs, literature, forms, instructions etc. related to probation services delivered to the minority community served;

Working knowledge of demographic, socio-economic, cultural and other minority issues related to the probation services delivered;

Working knowledge of community resources available to the respective minority community;

Working knowledge of modern principles and practice related to effective outreach to the minority community served;

Ability to establish and maintain working relationships with the respective minority community and other agencies/organizations providing them with services.

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 with at least thirty (30) credit hours in the social or behavioral sciences.

PROMOTION QUALIFICATIONS:

One (1) year of permanent competitive class service as a Probation Assistant plus 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 with at least thirty (30) credit hours in the social or behavioral sciences.

Additional for Probation Officer 1 (Community Liaison) Traineeship:

- (A) Completion of a major course of study which included a minimum of twenty-four (24) semester credit hours in Native American, African-American, Asian or Hispanic Cultural Studies from a regionally accredited college or university or one accredited by the New York State Board of Regents; or
- (B) Two years of close cultural association¹ with Native Americans, African-American, Asian or Hispanics, or a work association in a criminal justice or juvenile justice setting which requires advocacy for or interaction with Native Americans, African Americans, Asians or Hispanics.

Special Requirement for Probation Officer 1 (Other Language) Traineeship:

When considered for appointment a candidate must be able to demonstrate proficiency in the other language at the level deemed appropriate for the department worked in. The language proficiency of the permanent appointees will be further evaluated during the post-appointment probationary term.

Special Requirement: Where required, possession of a current driver's license or the 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 as 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 vocational rehabilitation.

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).

¹ Close cultural association is defined as involvement in cultural activities, or cultural groups, or participation in advocacy groups, or involvement in religious or political groups or organizations. Work or volunteer experience that involves supervision or case management of minority persons is not considered as close cultural association for the purposes of meeting these minimum qualifications.

Note: The class specifications including the minimum qualifications for positions in Probation Departments 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).

PROBATION OFFICER 1

DISTINGUISHING FEATURES OF THE CLASS: This is the entry-level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation supervision or intake services which requires them to meet certain standards of conduct. The incumbent uses sound professional judgment and applies investigative techniques to evaluate the conduct of those subject to court ordered investigation, analyze data and make recommendations regarding court dispositions. He/she also counsels and coaches probationers and others receiving probation services to change patterns of thinking and behavior to help promote and sustain a law-abiding relationship with society and reduce the likelihood of becoming re-involved in criminal or delinquent behavior. Depending upon individual needs and/or court orders, a Probation Officer 1 may arrange for medical, mental health or substance treatment services. Supervision is not a characteristic of this position. The work is performed under the general supervision of a higher ranking probation professional. A Probation Officer 1 is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Gathers, verifies, reviews and analyzes social, medical, mental health, substance abuse, sex offender, legal and other documentation and interviews defendants/respondents, victims, law enforcement personnel and other case-related individuals to conduct pre-plea/pre-sentence/pre-dispositional investigations;

Prepares reports and/or testifies in court regarding persons awaiting disposition of the courts in regard to the seriousness of the crime committed, the individual's circumstances and risk to self and society and the legally permissible dispositional options and makes a recommendation for or against detention, residential placement, or incarceration including, when appropriate, a recommendation regarding the length and conditions of probation which may include community service or other services;

Conducts risk and need assessments and evaluates results for pre-trial, investigation, and supervision purposes;

Prepares case/supervision plans and interprets conditions of probation to probationers;

Meets with probationers, family members, school officials, service providers and others having contact with probationers to help ensure probationers are meeting terms and conditions of probation including school attendance and participation in treatment programs;

Performs risk reduction by providing direction and support to help probationers change factors that promote and maintain criminal or delinquent behavior including coaching probationers to select new patterns of thinking, feeling and behaving and to develop new attitudes and skills which help sustain a constructive and law-abiding relationship with the broader community and reduce the likelihood of becoming re-involved in criminal or delinquent behavior;

Prepares progress reports on probationers and periodically reviews case histories to determine the degree of adjustment;

Prepares violation reports and testifies at violation hearings;

Prepares a final report once a case is closed;

Meets with or otherwise communicates with his or her supervisor and peers to provide information related to the work performed;

Develops and maintains relationships with other social and law enforcement agencies and cooperates with them in matters of mutual interest to assist probationers with life adjustments;

Develops specific work goals and plans to prioritize, organize, and accomplish the work performed;

Attends training and keeps abreast of professional developments and current technology to assist in the monitoring of probationers;

May collect financial obligations from and issue receipts to offenders;

May perform urine drug/alcohol screenings and collect DNA samples from probationers;

May arrange for medical, mental health, substance abuse treatment or other services according to individual probationer's needs or court orders;

May execute arrest warrants, conduct warrantless searches and/or make warrantless arrests;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of interviewing and investigative techniques and practices related to probation work;

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

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

Good knowledge of effective case planning and management;

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 juvenile and adult risk and needs assessment instruments;

Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening DNA collection, and electronic monitoring devices;

Good knowledge of the powers of a Peace Officer;

Good knowledge of the geography of the jurisdiction employed in;

Good knowledge of factors related to crime and delinquency;

Working knowledge of the rules of evidence, arrest laws and custody procedures;

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

Working knowledge of social sciences, including sociology, psychology and demography;

Working knowledge of community resources;

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

Working knowledge of firearm safety;

Skill in the use of firearms where authorized;

Ability to administer accurate and thorough assessments;

Ability to understand and follow oral and written instructions;

Ability to analyze and organize data and prepare records and reports;

Ability to conduct effective case planning;

Ability to refer a probationer to the right types of services within the probation department and the broader community;

Ability to promote and monitor change and take appropriate action to sustain growth or help the probationer initiate appropriate behavioral patterns;

Ability to establish and maintain effective working relationships with others;

Ability to counsel probationers regarding social, emotional and vocational problems;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to communicate effectively both orally and in writing;

Ability to administer drug and alcohol testing and collect DNA samples as needed;

Ability to understand and empathize with the needs and concerns of others;

Ability to maintain composure and make rational judgments under stressful conditions;

Ability to use a firearm safely and effectively if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

- (A) Satisfactory completion of a Probation Officer 1 traineeship, or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a graduate degree in social work, social sciences, education, administration, law, criminal justice, or a related field; or
- (C) 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 with at least thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience in counseling, law enforcement, juvenile or criminal justice, education, or casework in a probation, law enforcement, juvenile or criminal justice, corrections, community corrections, parole, social services, mental health, social work or other public or private human services 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.

PROMOTIONAL QUALIFICATIONS:

This position is not filled by promotion.

Special Requirement: Where required, possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

Note: Counseling Experience involves interviewing individuals and/or families, discussing and evaluating their problems (e.g. drug and alcohol abuse, family conflicts, disabilities) and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate their progress.

Law Enforcement Experience involves providing for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations as a member of a regional state park police or a police force, police department or other organization of a county, city, town, village, housing authority, transit authority or police district.

Education Experience involves teaching a curriculum to students or supervising/administering such a curriculum and those teaching it or experience as a guidance counselor, school or educational counselor or instructional coordinator/curriculum coordinator in a criminal justice or juvenile justice setting.

Casework Experience involves activities directed toward enhancing a client's ability to cope with and solve problems and the referral of clients to supporting resources and services.

Functions include client assessment, problem identification, development, monitoring and revision of a service plan, motivational support, counseling, crisis intervention, referral to social and support services and coordination of services.

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 Departments 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).

PROBATION OFFICER 1 (OTHER LANGUAGE)

DISTINGUISHING FEATURES OF THE CLASS: This is the entry-level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation supervision or intake services which requires them to meet certain standards of conduct and whose primary language is not the English language thereby requiring the probation investigation, supervision or intake services to be communicated in another language. A Probation Officer 1 (Other Language) performs all the duties and exercises all the responsibilities of a Probation Officer 1; however, he/she does so using another language. The incumbent uses sound professional judgment and applies investigative techniques to evaluate the conduct of those subject to court ordered investigation, analyze data and make recommendations regarding court dispositions. He/she also counsels and coaches probationers and others receiving probation services to change patterns of thinking and behavior to help promote and sustain a law-abiding relationship with society and reduce the likelihood of becoming re-involved in criminal or delinquent behavior. Depending upon individual needs and/or court orders, a Probation Officer 1(Other Language) may arrange for medical, mental health or substance treatment services. Supervision is not a characteristic of this position. The work is performed under the general supervision of a higher ranking probation professional. A Probation Officer 1 (Other Language) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Gathers, verifies, reviews and analyzes social, medical, mental health, substance abuse, sex offender, legal and other documentation and interviews defendants/respondents, victims, law enforcement personnel and other case-related individuals to conduct pre-plea/pre-sentence/pre-dispositional investigations;

Prepares reports and/or testifies in court regarding persons awaiting disposition of the courts in regard to the seriousness of the crime committed, the individual's circumstances and risk to self and society and the legally permissible dispositional options and makes a recommendation for or against detention, residential placement, or incarceration including, when appropriate, a recommendation regarding the length and conditions of probation which may include community service or other services;

Conducts risk and need assessments and evaluates results for pre-trial, investigation, and supervision purposes;

Prepares case/supervision plans and interprets conditions of probation to probationers;

Meets with probationers, family members, school officials, service providers and others having contact with probationers to help ensure probationers are meeting terms and conditions of probation including school attendance and participation in treatment programs;

Performs risk reduction by providing direction and support to help probationers change factors that promote and maintain criminal or delinquent behavior including coaching probationers to select new patterns of thinking, feeling and behaving and to develop new attitudes and skills

which help sustain a constructive and law-abiding relationship with the broader community and reduce the likelihood of becoming re-involved in criminal or delinquent behavior;

Prepares progress reports on probationers and periodically reviews case histories to determine the degree of adjustment;

Prepares violation reports and testifies at violation hearings;

Prepares a final report once a case is closed;

Meets with or otherwise communicates with his or her supervisor and peers to provide information related to the work performed;

Develops and maintains relationships with other social and law enforcement agencies and cooperates with them in matters of mutual interest to assist probationers with life adjustments;

Develops specific work goals and plans to prioritize, organize, and accomplish the work performed;

Attends training and keeps abreast of professional developments and current technology to assist in the monitoring of probationers;

May collect financial obligations from and issue receipts to offenders;

May perform urine drug/alcohol screenings and collect DNA samples from probationers;

May arrange for medical, mental health, substance abuse treatment or other services according to individual probationer's needs or court orders;

May execute arrest warrants, conduct warrantless searches and/or make warrantless arrests;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of interviewing and investigative techniques and practices related to probation work;

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

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

Good knowledge of effective case planning and management;

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 juvenile and adult risk and needs assessment instruments;

Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening DNA collection, and electronic monitoring devices;

Good knowledge of the powers of a Peace Officer;

Good knowledge of the geography of the jurisdiction employed in;

Good knowledge of factors related to crime and delinquency;

Good knowledge of grammar, vocabulary, syntax and pronunciation in the other language;

Working knowledge of the rules of evidence, arrest laws and custody procedures;

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

Working knowledge of social sciences, including sociology, psychology and demography;

Working knowledge of community resources;

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

Working knowledge of firearm safety;

Skill in the use of firearms where authorized;

Ability to administer accurate and thorough assessments;

Ability to understand and follow oral and written instructions;

Ability to analyze and organize data and prepare records and reports;

Ability to conduct effective case planning;

Ability to refer a probationer to the right types of services within the probation department and the broader community;

Ability to promote and monitor change and take appropriate action to sustain growth or help the probationer initiate appropriate behavioral patterns;

Ability to establish and maintain effective working relationships with others;

Ability to counsel probationers regarding social, emotional and vocational problems;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to communicate effectively both orally and in writing;

Ability to administer drug and alcohol testing and collect DNA samples as needed

Ability to understand and empathize with the needs and concerns of others;

Ability to maintain composure and make rational judgments under stressful conditions;

Ability to speak the other language at a proficiency level deemed appropriate by the department worked in;

Ability to use a firearm safely and effectively if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

- (A) Satisfactory completion of the Probation Officer 1 (Other Language) traineeship, or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a graduate degree in social work, social sciences, education, administration, law, criminal justice, or a related field; or
- (C) 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 with at least thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience in counseling, law enforcement, juvenile or criminal justice, education, or casework in a probation, law enforcement, juvenile or criminal justice, corrections, community corrections, parole, social services, mental health, social work or other public or private human services 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.

Special Requirement: Where required, possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

Special Requirement: When considered for appointment a candidate must be able to demonstrate proficiency in the other language at the level deemed appropriate for the department worked in. Permanent appointees will be further evaluated in their proficiency in the other language during the post-appointment probationary term.

Note: Counseling Experience involves interviewing individuals and/or families, discussing and evaluating their problems (e.g. drug and alcohol abuse, family conflicts, disabilities) and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate their progress.

Law Enforcement Experience involves providing for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations as a member of a regional state park police or a police force, police department or other organization of a county, city, town, village, housing authority, transit authority or police district.

Education Experience involves teaching a curriculum to students or supervising/administering such a curriculum and those teaching it or experience as a guidance counselor, school or educational counselor or instructional coordinator/curriculum coordinator in a criminal justice or juvenile justice setting.

Casework Experience involves activities directed toward enhancing a client's ability to cope with and solve problems and the referral of clients to supporting resources and services. Functions include client assessment, problem identification, development, monitoring and revision of a service plan, motivational support, counseling, crisis intervention, referral to social and support services and coordination of services.

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).

PROMOTIONAL QUALIFICATIONS:

This position is not filled by promotion.

Note: The class specifications including the minimum qualifications for positions in Probation Departments 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).

PROBATION OFFICER 1 (COMMUNITY LIAISON)

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized entry-level professional position in a probation department in which the incumbent performs the duties and exercises the responsibilities of a Probation Officer 1 (see Probation Officer 1 classification specification) with additional responsibility for identifying and relating to specific problems experienced by a particular community group(s). He/she provides insight which could enhance and increase a probation department's awareness, experience, knowledge and sensitivity when needed to operate and evaluate the delivery of probation services to a diverse and pluralistic population. Supervision is not a characteristic of this position. The work is performed under the general supervision of a higher ranking probation professional. A Probation Officer 1 (Community Liaison) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Performs the duties and exercises the responsibilities of a Probation Officer 1;

Reviews local probation department programs, literature, forms, instructions, etc. for accessibility to minority probationers;

Identifies programs, policies and practices which may impede effective service delivery to minority communities;

Participates in special studies, assignments and research projects related to the impact of probation department policies and service delivery on minority communities;

Prepares written reports with recommendations regarding the impact of probation department actions, decisions and requirements of service delivery to minority communities;

Establishes and maintains relationships with minority groups and organizations regarding probation service delivery to minority communities;

Conducts special outreach and recruitment activities to minority communities;

Serves as department resource concerning minority issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Possession of all knowledge, skills and abilities required of a Probation Officer 1;

Good knowledge of programs, literature, forms, instructions etc. related to probation services delivered to the minority community served;

Good knowledge of demographic, socio-economic, cultural and other minority issues related to the probation services delivered;

Good knowledge of community resources available to the respective minority community;

Working knowledge of modern principles and practice related to effective outreach to the minority community served;

Ability to establish and maintain working relationships with the respective minority community and other agencies/organizations providing them with services;

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

- (A) Satisfactory completion of Probation Officer 1(Community Liaison) traineeship, or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a graduate degree in social work, social sciences, education, administration, law, criminal justice, or a related field; or
- (C) 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 with at least thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience in counseling, law enforcement, juvenile or criminal justice, education, or casework in a probation, law enforcement, juvenile or criminal justice, corrections, community corrections, parole, social services, mental health, social work or other public or private human services agency.

AND

- (1) Completion of a major course of study which included a minimum of twenty-four (24) semester credit hours in Native American, African-American, Asian, Ethnic or Hispanic Cultural Studies from a regionally accredited college or university or one accredited by the New York State Board of Regents; or
- (1) Two years of close cultural association² with Native Americans, African-Americans, Asian or Hispanic individuals, or a work association in a criminal justice or juvenile justice setting which requires advocacy for or interaction with Native Americans, African-Americans, Asians or Hispanics.

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.

PROMOTIONAL QUALIFICATIONS:

This position is not filled by promotion.

² Close cultural association is defined as involvement in cultural activities, or cultural groups, or participation in advocacy groups, or involvement in religious or political groups or organizations. Work or volunteer experience that involves supervision or case management of minority persons is not considered as close cultural association for the purposes of meeting these minimum qualifications.

Note: The class specifications including the minimum qualifications for positions in Probation Departments 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).

All Other Notes and Special Requirements Related to Probation Officer 1 Apply

PROBATION OFFICER 2/SENIOR PROBATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation investigation, supervision or intake services which require them to meet certain standards of conduct. The incumbent performs all the duties and exercises all the responsibilities of a Probation Officer 1; however, he/she is responsible for more complex assignments than those assigned a Probation Officer 1 and exercises specialized skills regarding evaluating the conduct of probationers, analyzing data, making recommendations regarding court decisions and counseling and coaching probationers. He/she normally is assigned as the lead worker of a unit or a team leader of professional and para-professional probation personnel when a team approach is used. He/she may also be assigned special programs and/or projects. The work is performed under the general supervision of a Probation Supervisor 1 or Probation Supervisor 2/Principal Probation Officer with limited leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is not a characteristic of this position. The position varies from that of a Probation Officer 1 by the complexity of the cases assigned, possible responsibility for special projects and responsibility as a lead worker position. A Probation Officer 2/Senior Probation Officer is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Performs all the duties and exercises all the responsibilities of a Probation Officer 1 in situations requiring specialized knowledge or skills including supervising a caseload of offenders with extensive legal history and those requiring a high level of supervision;

Serves as the lead worker of a group of probation professionals or serves as team leader where a team approach is used such as in an electronic monitoring unit;

Designs and manages special projects such as analyzing and evaluating an agency's programs for management's review, coordinating probation programs or preparing, developing and carrying out a staff development/training program;

Oversees case transfers including reviewing and assigning transfer cases, fingerprinting, receiving non-compliant transferees back into the jurisdiction from other locations, and overseeing and consulting with professional and para-professional probation personnel about interstate transfers;

Advises supervisory staff regarding all training issues, maintains training records and reports training administered to the Division of Criminal Justice Services;

Performs community relations activities as required;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of interviewing and investigative techniques and practices related to probation work including probation work with high risk individuals;

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

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

Good knowledge of effective assessment, case planning and management including case planning and management;

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 juvenile and adult risk and needs assessment instruments;

Good knowledge of tools used to monitor compliance with conditions of probation, such as, drug and alcohol screening, DNA collection, and electronic monitoring devices;

Good knowledge of the powers of a Peace Officer;

Good knowledge of social sciences, including sociology, psychology and demography;

Good knowledge of community resources;

Good knowledge of the rules of evidence, arrest laws and custody procedures;

Working knowledge of factors related to crime and delinquency;

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

Working knowledge of the geography of the jurisdiction employed in;

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

Working knowledge of firearm safety;

Skill in the use of firearms where authorized;

Ability to administer accurate and thorough assessments related to probation work with high risk individuals such as those with an extensive legal history;

Ability to understand and follow oral and written instructions;

Ability to analyze and organize data and prepare records and reports;

Ability to conduct effective case planning for high risk individuals such as those with an extensive legal history;

Ability to refer a probationer to the right types of services within the probation department and the broader community;

Ability to promote and monitor change and take appropriate action to sustain growth or help high risk probationers initiate appropriate behavioral patterns;

Ability to establish and maintain effective working relationships with others;

Ability to counsel probationers regarding social, emotional and vocational problems;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to administer or coordinate a professional staff development/training program;

Ability to communicate effectively both orally and in writing;

Ability to administer drug and alcohol testing and collect DNA samples as needed;

Ability to understand and empathize with the needs and concerns of others;

Ability to maintain composure and make rational judgments under stressful conditions;

Ability to use a firearm safely and effectively if so authorized.

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 the social or behavioral sciences and two (2) years of experience as a Probation Officer 1.

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 service as a Probation Officer 1.

Special Requirement: Where required, possession of a current driver's license or the 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 as 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 vocational rehabilitation.

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 Departments 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).

PROBATION SUPERVISOR 1

DISTINGUISHING FEATURES OF THE CLASS: This is a first-line supervisory position in a probation department. The incumbent supervises the activities of four to seven Probation Officer Trainees, Probation Officers 1 or 2/Senior Probation Officers who are responsible for the control, supervision and care of adults and juveniles subject to probation investigation, supervision or intake services which requires them to meet certain standards of conduct. A Probation Supervisor 1 may supervise clerical employees, Probation Assistants or volunteers. The incumbent may also direct the work of a district office or a special unit of a probation agency of moderate size and oversee special projects. The work is performed under the supervision of a higher level probation professional with moderate leeway allowed to exercise independent judgment in carrying out the details of the work. This position differs from that of a Probation Officer 1 or a Probation Officer 2/Senior Probation Officer in that the work is primarily supervisory in nature and the incumbent possesses greater independence of action. A Probation Supervisor 1 is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Reviews initial case files, plans work activities and assigns cases to subordinate staff;

Consults with and reviews the work of subordinate staff to ensure appropriate services are in place, assesses progress and revises probationer supervision plans as needed;

Reviews and corrects written documents sent to courts including violation reports, court memorandums and pre-sentencing/pre-dispositional reports;

Schedules and leads warrant teams by reviewing warrants, providing information, instructing staff and effectuating arrests;

Explains rules, regulations, policies and procedures to subordinate staff;

Oversees the development of efficient record-keeping systems and administrative procedures;

Monitors the work of Probation Officer 1 Trainees, Probation Officers I and Probation Officers II/Senior Probation Officers in the field by to help ensure safety;

Monitors the work of subordinate staff to ensure compliance with rules, regulations, policies and procedures;

Interviews candidates for employment and promotion;

Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on individual or departmental problems and/or other matters of concern to the probation department;

Prepares records and reports related to the work performed;

Oversees management of intra and/or interstate transfers of probation supervision to ensure compliance with applicable laws, rules and regulations;

Oversees financial obligation processes to ensure compliance with applicable laws, rules and regulations;

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

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

Thorough knowledge of effective assessment, case planning and management;

Good knowledge of principles and practices of supervision;

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

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

Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screenings, DNA collection, and electronic monitoring devices;

Good knowledge of the powers of a Peace Officer;

Good knowledge of factors related to crime and delinquency;

Good knowledge of social sciences, including sociology, psychology and demography;

Good knowledge of social service programs and other community resources;

Good knowledge of the rules of evidence, arrest laws and custody procedures;

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

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

Working knowledge of the geography of the jurisdiction employed in;

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

Working knowledge of firearm safety;

Skill in the use of firearms where authorized;

Ability to manage projects;

Ability to plan, review, correct and supervise the work of others;

Ability to effectuate warrants and lead a warrant team;

Ability to understand and follow oral and written instructions;

Ability to analyze and organize data and prepare records and reports;

Ability to oversee the activities of a district office or unit of a probation department;

Ability to establish and maintain effective working relationships with others;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to communicate effectively both orally and in writing;

Ability to use a firearm safely and effectively if so authorized.

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 the social or behavioral sciences and two (2) years of experience as a Probation Officer 2/Senior Probation Officer; or four (4) years of experience as a Probation Officer 1.

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 service as a Probation Officer 2/Senior Probation Officer or three (3) years of permanent competitive class service as a Probation Officer 1.

Special Requirement: Possession of a current driver's license or the 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 as 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 vocational rehabilitation.

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 Departments 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).

PROBATION SUPERVISOR 2/PRINCIPAL PROBATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a second- line supervisory position typically established in a Group C or Group D probation department containing fifty or more professional probation officer positions at various levels. This position may also be found in a Group B probation department with three or more Probation Supervisors I. A Probation Supervisor 2 is responsible for supervising Probation Supervisors I and other professional staff responsible for the control, supervision and care of adults and juveniles subject to court-ordered probation investigation, supervision or intake services which require them to meet certain standards of conduct. The position may also provide oversight of administrative and support staff. The incumbent may also administer special projects. The work is performed under the supervision of a Deputy Probation Director (Group B, C or D) or Assistant Director (Group D) with considerable leeway allowed to exercise independent judgment in carrying out the details of the work. This position differs from that of a Probation Supervisor 1 in that the work involves second-level supervision, directing the work of more than one unit and greater independence of action. A Probation Supervisor 2/Principal Probation Officer is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assigns work to Probation Supervisors 1 and supervises the professional probation work in multiple units of a probation department including planning, directing and coordinating the work, reviewing cases submitted by Probation Supervisors 1 for compliance and conferring with Probation Supervisors 1 regarding other aspects of the delivery of probation services;

Instructs professional probation personnel regarding rules, techniques and procedures applicable to cases and projects to ensure proper interviewing, report preparation, case record keeping and probation supervision;

Meets and coordinates probation services with other departments and service providers and represents the probation department on boards such as an alternatives-to-incarceration advisory board;

Meets and confers with judges, court personnel, attorneys and police regarding probation matters;

Reviews and responds appropriately to community complaint calls regarding lower level probation professionals;

Develops initial policies and procedures and makes recommendations to an Assistant Probation Director or a Deputy Probation Director for review;

Provides information to an Assistant Probation Director or a Deputy Probation Director related to the probation department's annual report to the New York State Division of Criminal Justice Services' Office of Probation and Correctional Alternatives;

Prepares records and reports related to the work performed;

May meet with a budget director and provide information regarding the probation department's annual budget;

May perform some duties of a Probation Supervisor 1;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

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

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

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

Thorough knowledge of methods of probationer supervision including the application of cognitive behavioral interventions and motivational techniques to high risk individuals such as individuals with an extensive legal history;

Thorough knowledge of effective assessment, case planning and management including case planning and management;

Thorough 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;

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

Thorough knowledge of the specific rules and procedures related to the agency worked in;

Thorough knowledge of the powers of a Peace Officer;

Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening, DNA collection, and electronic monitoring devices;

Good knowledge of the geography of the jurisdiction employed in;

Good knowledge of social sciences, including sociology, psychology and demography;

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

Working knowledge of community resources;

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

Working knowledge of firearm safety;

Skill in the use of firearms where authorized;

Ability to administer special projects;

Ability to plan, review, correct and supervise the work of others;

Ability to understand and follow oral and written instructions;

Ability to analyze and organize data and prepare records and reports;

Ability to oversee the activities of a district office or unit of a probation department;

Ability to establish and maintain effective working relationships with others;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to communicate effectively both orally and in writing;

Ability to use a firearm safely and effectively if so authorized.

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 which included or was supplemented by thirty (30) credit hours in the social or behavioral sciences and three (3) years of experience in a supervisory, administrative, or executive position 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.

Note: Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as 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 vocational rehabilitation.

Note: Supervisory, administrative or executive positions in a probation agency are positions classified as Probation Supervisor 1 or higher.

PROMOTION QUALIFICATIONS:

Two (2) years of permanent competitive class service as a Probation Supervisor 1.

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

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 Departments 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).

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 the 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 assignments 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 performance 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 in 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 the 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 as 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 vocational rehabilitation.

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 Departments 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).

DEPUTY PROBATION DIRECTOR (GROUP B)

DISTINGUISHING FEATURES OF THE CLASS: This is a management level position in a Group B probation department. The incumbent assists a Probation Director (Group B) in the administration of the department primarily by supervising and managing the work of Probation Supervisors 1. The incumbent also assists a Probation Director (Group B) in the planning, organization, direction and coordination of the department. He/she may also directly oversee the activities of a division within the probation department. The work is performed under the general supervision of a Probation Director (Group B) with extensive leeway allowed to exercise independent judgment in carrying out the details of the work. This position differs from that of a Deputy Probation Director (Group C or D) in that the Deputy Probation Director (Group B) is employed in a smaller probation department. A Deputy Probation Director (Group B) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists a Probation Director (Group B) in planning, organizing and supervising the activities of the department including planning, assigning and supervising the work of Probation Supervisor 1's;

Assists a Probation Director (Group B) in controlling the work of the department through assignments to supervisory personnel and direction and review of their performance;

Assists a Probation Director (Group B) in developing and administering a departmental budget by approving certain expenditures, reviewing personnel and non-personnel needs/costs and recommending requests for appropriations;

Assists a Probation Director (Group B) in conducting or conducts staff meetings to discuss program goals, objectives and performance and plan more effective and efficient operations;

Assists a Probation Director (Group B) with the public relations responsibilities of the department including meeting with various community groups regarding the agency's activities, disseminating information and maintaining effective relationships with community groups and resources;

Assists a Probation Director (Group B) in planning and supervising staff training and development by assessing staff development and training needs and making training recommendations;

Acts in the place of a Probation Director (Group B) in his/her absence;

Supervises a Probation Supervisor 1's and/or 2's regarding the delivery of probation services;

Oversees the maintenance of case records and financial obligation records, establishes appropriate related policies;

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;

May oversee the activities of a division within the probation department;

May coordinate 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 the principles and techniques of investigation, interviewing, case recording and report preparation as they apply to probation activities;

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

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

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

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

Thorough knowledge of effective assessment, case planning and management;

Thorough 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;

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

Thorough knowledge of management principles and practices;

Thorough knowledge of principles and practices of second level supervision;

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

Good knowledge of community resources;

Good knowledge of the geography of the jurisdiction employed in;

Good knowledge of social sciences, including sociology, psychology and demography;

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

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

Working knowledge of the local government budget process;

Working knowledge of firearm safety;

Skill in the use of firearms where authorized;

Ability to apply management techniques and plan, organize and direct the operations of an agency of the size employed in;

Ability to plan, supervise and manage the work of others;

Ability to establish and maintain effective working relationships;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to communicate effectively both orally and in writing;

Ability to use a firearm safely and effectively if so authorized.

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 which included or was supplemented by thirty (30) credit hours in the 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.

Note: Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as 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 vocational rehabilitation.

PROMOTION QUALIFICATIONS:

One (1) year of permanent competitive class service 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: 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 Departments 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).

PROBATION DIRECTOR (GROUP B)

DISTINGUISHING FEATURES OF THE CLASS: This is the highest level management position in a Group B 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 A) and a Probation Director (Group C or D) in that a Probation Director (Group B) is employed in a larger probation department than a Probation Director (Group A) and a smaller probation department than a Probation Director (Group C or D). A Probation Director (Group B) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may carry a firearm in the 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 assignments to management and supervisory level 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 reports case management, probation supervision and graduated responses and violations of probation;

Develops and administers a department budget;

Confers with the 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 and 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 performance and plan more effective and efficient operations;

Confers, where applicable, with a Deputy Probation Director regarding disciplinary action and overtime requests or other matters reported by the Deputy Probation Director;

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 or 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 meeting 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 department activities;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of management principles and practices;

Thorough knowledge of principles and practices of second level supervision;

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

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

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

Thorough knowledge of the specific rules and procedures related to the jurisdiction worked in;

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

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

Thorough knowledge of effective assessment, case planning and management;

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

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

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 management principles and practices;

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 social sciences, including sociology, psychology and demography;

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 interpret and apply basic 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 in writing;

Ability to use a firearm safely and effectively if so authorized.

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 the social or behavioral sciences and one (1) year of experience as a Deputy Probation Director (Group C or D) or two (2) years of experience as a Probation Director (Group A), Deputy Probation Director (Group B), or Probation Supervisor 2/Principal Probation Officer, or three (3) 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 service as a Deputy Probation Director (Group B), or Probation Supervisor 2/Principal Probation Officer, or two (2) years of permanent competitive class service 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: 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 Departments 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.

DEPUTY PROBATION DIRECTOR (GROUP C)

DISTINGUISHING FEATURES OF THE CLASS: This is a management level position in a Group C probation department, serving a jurisdiction , outside New York City (NYC), having a population of greater than 300,000 and no more than 399,999, or containing fifty or more professional probation officer positions at various levels in a department which serves a jurisdiction with a population of less than 400,000. Where the population of the jurisdiction served is greater than 300,000 ~~or greater~~, the position is jurisdictionally classified as non-competitive as specified by Executive Law §257(6)(a).The incumbent assists a Probation Director (Group C) in the administration of the department primarily by supervising and managing the work of Probation Supervisor 2/Principal Probation Officers and/or Probation Supervisor 1's. The incumbent also assists the Probation Director (Group C) in the planning, organization, direction and coordination of the department. He or she may also directly oversee the activities of a division within the probation department. The work is performed under the general supervision of a Probation Director (Group C) with extensive leeway allowed to exercise independent judgment in carrying out the details of the work. The position of Deputy Probation Director (Group C) typically differs from that of a Deputy Probation Director (Group B or Group D) in that the Deputy Probation Director (Group C) is employed in a larger probation department than a Deputy Probation Director (Group B) and a smaller probation department than a Deputy Probation Director (Group D). A Deputy Probation Director (Group C) is a Peace Officer

pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists a Probation Director (Group C) in planning, organizing and supervising the activities of the department including planning, assigning and supervising the work of subordinate staff;

Assists a Probation Director (Group C) in developing and administering a departmental budget by approving certain expenditures, reviewing personnel and non-personnel needs/costs and recommending requests for appropriations;

Assists a Probation Director (Group C) in developing and administering an agency personnel program, including staff selection, evaluation, discipline and labor relations;

Assists a Probation Director (Group C) in developing and implementing administrative processes, policies and procedures for intake, investigation, report preparation, case management, probation supervision and declaration of delinquency;

Assists a Probation Director (Group C) in conducting or conducts staff meetings to discuss program goals, objectives and performance and plan more effective and efficient operations;

Assists a Probation Director (Group C) in planning and supervising staff training and development;

Assists a Probation Director (Group C) with the public relations responsibilities of the department including meeting with various community groups regarding the agency's activities, disseminating information and maintaining effective relationships with community groups and resources;

Acts in the place of a Probation Director (Group C) in his/her absence;

Maintains systems for recordkeeping that ensure the accuracy, availability and security of client and financial information;

Confers with a Probation Supervisor 2 or a Probation Supervisor 1 regarding the delivery of probation services;

Oversees the maintenance of case records and financial obligation records and establishes appropriate related policies

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;

Researches grants;

May oversee the activities of a division within the probation department;

May coordinate with county leadership to respond to media inquiries regarding probation department activities; and

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and techniques of investigation, interviewing, case recording and report preparation as they apply to probation activities;

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

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

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

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

Thorough knowledge of effective assessment, case planning and management;

Thorough 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;;

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

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

Thorough knowledge of management principles and practices;

Good knowledge of community resources;

Good knowledge of the geography of the jurisdiction employed in;

Good knowledge of social sciences, including sociology, psychology and demography;

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

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

Working knowledge of the local government budget process;

Working knowledge of grant funding and resources available for researching grants;

Skill in the use of firearms where authorized;

Ability to apply management techniques and plan, organize and direct the operations of an agency of the size employed in;

Ability to plan, supervise and manage the work of others;

Ability to help develop and administer a budget;

Ability to research grants;

Ability to help develop and administer a personnel program;

Ability to establish and maintain effective working relationships;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to communicate effectively both orally and in writing;

Ability to use a firearm safely and effectively if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

(For appointment to positions in the non-competitive class* or when filled by open-competitive appointment):

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 the social or behavioral sciences and one (1) year of experience as a Probation Director (Group B), two (2) years of experience as a Probation Director (Group A), Deputy Probation Director (Group B), Probation Supervisor 2/Principal Probation Officer 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.

Note: Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as 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 vocational rehabilitation.

PROMOTION QUALIFICATIONS

(For appointment to competitive class positions):

One (1) year of permanent competitive class service as a Probation Supervisor 2 or three (3) years of permanent competitive class service 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: 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 Departments 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: *One position of Deputy Probation Director (Group C) shall be allocated to the non-competitive class as provided for by Executive Law Section 257(6)(a) in a non- NYC county with a population of more than three hundred thousand. All other positions of Deputy Probation Director (Group C) are found in the competitive class pursuant to Executive Law Section 257(1).

PROBATION DIRECTOR (GROUP C)

DISTINGUISHING FEATURES OF THE CLASS: This is a management level position in a Group C probation department, serving a jurisdiction, outside NYC, having a population greater than 300,000 and no more than 399,999, or containing fifty or more professional probation officer positions at various levels in a department which serves a jurisdiction with a population of less than 300,000. Where the population of the jurisdiction served is greater than 300,000, the position is jurisdictionally classified as non-competitive as specified by Executive Law §257(6)(a). 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 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 typically differs from that of a Probation Director (Group A, B or D) in that a Probation Director (Group C) is employed in a larger probation department than a Probation Director (Group A or B) and a smaller probation department than a Probation Director (Group D). A Probation Director (Group C) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may carry a firearm in the 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 assignments to management and supervisory personnel and the direction and review of their performance;

Develops and implements administrative processes, policies and/or procedures related to probation functions including, but not limited to intake, investigation and reports, case management, probation supervision and graduated responses and violations of probation;

Develops and administers a department budget;

Confers with the Human Resources/Personnel Department regarding personnel matters and makes decisions as appropriate regarding matters including, but not limited to employee hiring, counseling and discipline;

Provides descriptive statistical or evaluative reports on agency operations or problems including reports to the New York State Division of Criminal Justice Services, Office of Probation and Correctional Alternatives;

Maintains systems for recordkeeping that ensure the accuracy, availability and security of client and financial information;

Directs the development and administration of demonstration or research grant programs;

Confers and/or meets with heads of other state and local departments and service providers regarding the delivery of probation services;

Conducts staff meetings to discuss program goals, objectives and performance and plan more effective and efficient operations;

Confers and/or meets with probation directors/commissioners of other departments to advance the goals of professional probation practice;

Confers with a Deputy Probation Director (Group C) and supervisory staff to discuss and provide direction regarding departmental operations including appropriate training and staff development initiatives;

Ensures the maintenance of case records and financial obligation records and establishes appropriate related policies;

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 department activities;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of management principles and practices;

Thorough knowledge of the principles and techniques of investigation, interviewing, case recording and report preparation as they apply to probation activities;

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

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

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

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

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

Thorough knowledge of effective assessment, case planning and management;

Thorough 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;

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

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 the local government budget process;

Good knowledge of community resources;

Good knowledge of the geography of the jurisdiction employed in;

Good knowledge of social sciences, including sociology, psychology and demography;

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

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

Working knowledge of descriptive statistics;

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 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 prepare statistical and other reports related to the work performed;

Ability to establish and maintain effective working relationships;

Ability to understand and interpret complex technical written information including statutes, regulations and operational procedures;

Ability to communicate effectively both orally and in writing;

Ability to use a firearm safely and effectively if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

(For appointment to positions in the non-competitive class* or when filled on an open-competitive basis):

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 with at least thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience as a Probation Director (Group B) or a Deputy Probation Director (Group C or D) or three (3) years of experience as a Probation Director (Group A), Deputy Probation Director (Group B), Probation Supervisor 2/Principal Probation Officer 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.

Note: Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as 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 vocational rehabilitation.

PROMOTION QUALIFICATIONS

(For appointment to positions in the competitive class):

One (1) year of permanent competitive class service as a Deputy Probation Director (Group C) or two (2) years of permanent competitive class service as a Probation Supervisor 2/Principal Probation Officer or four (4) years of permanent competitive class service 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: 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 Departments 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.

Note: *The position of Probation Director (Group C) shall be allocated to the non-competitive class as provided for by Executive Law Section 257(6)(a) in a non-NYC county with a population of more than three hundred thousand. In jurisdictions where the population is 300,000 or less the position is found in the competitive class pursuant to Executive Law Section 257(1).

ASSISTANT PROBATION DIRECTOR (GROUP D)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative-level supervisory position in a Group D probation department. The incumbent supervises a number of Probation Supervisors 2/Principal Probation Officers, assists a Deputy Probation Director (Group D) in department administration and may be responsible for specialized duties and/or the administration of a section of the probation department. The work is performed under the general supervision of a Deputy Probation Director (Group D) with extensive leeway allowed to exercise independent judgment in carrying out the details of the work. An Assistant Probation Director (Group D) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assigns work to Probation Supervisors 2/Principal Probation Officers;

Confers with Probation Supervisors 2/Principal Probation Officers and reviews the type and quality of probation services rendered by their subordinates or them;

Assists a Deputy Probation Director (Group D) in planning, organizing, and supervising the activities of a division such as a family or adult division, or the activities within a specific geographical area by directing and coordinating the activities of the division or geographical area;

Assists a Deputy Probation Director (Group D) in various other areas of administration such as budget preparation and control and preparation and maintenance of reports and records by collecting and reviewing information and making recommendations;

Assists a Deputy Probation Director (Group D) in the formulation and implementation of agency policies and procedures including those related to financial restitution received from probationers;

Explains policy and procedures, directives, laws, rules, and regulations pertaining to agency work to lower level professional staff to help ensure operational consistency;

Confers and/or meets with public and private agencies to develop and coordinate programs directed toward the prevention and control of delinquent and criminal behavior;

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;

May assist a Deputy Probation Director (Group D) with the public relations responsibilities of the department including meeting with various community groups regarding the agency's activities, disseminating information and maintaining effective relationships with community groups and resources;

May coordinate with local leadership to respond to media inquiries regarding probation department activities; and

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

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of principles and practices of administrative supervision;

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

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

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

Thorough knowledge of effective assessment, case planning and management;

Thorough 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;

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

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

Thorough knowledge of the powers of a Peace Officer;

Thorough knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening DNA collection, and electronic monitoring devices;

Good knowledge of the geography of the jurisdiction employed in;

Good knowledge of social sciences, including sociology, psychology and demography;

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

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

Working knowledge of firearm safety;

Skill in the use of firearms where authorized;

Ability to administer special projects;

Ability to plan, review, correct and supervise the work of others;

Ability to understand and follow oral and written instructions;

Ability to analyze and organize data and prepare records and reports;

Ability to oversee the activities of a district office or unit of a probation department;

Ability to establish and maintain effective working relationships with others;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to communicate effectively both orally and in writing;

Ability to use a firearm safely and effectively if so authorized.

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 which included or was supplemented by thirty (30) credit hours in the social or behavioral sciences and one (1) year of experience as a Probation Director (Group C), two (2) years of experience as a Probation Director (Group B), or two (2) years of experience as a Probation Director (Group A), Deputy Probation Director (Group C or B), or Probation Supervisor 2/Principal Probation Officer 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.

Note: Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as 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 vocational rehabilitation.

PROMOTION QUALIFICATIONS:

One (1) year of permanent competitive class service as a Probation Supervisor 2/Principal Probation Officer or two (2) years of permanent competitive class service as a Probation Supervisor 1.

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

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

Note: The class specifications including the minimum qualifications for positions in Probation Departments 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).

DEPUTY PROBATION DIRECTOR (GROUP D)

DISTINGUISHING FEATURES OF THE CLASS: This is a management level position in a Group D probation department, serving a jurisdiction having a population of 400,000 or more as specified by Executive Law §257(6)(a). The incumbent assists a Probation Director (Group D) in the administration of the department primarily by managing the work activities and supervising an Assistant Probation Director (Group D), Probation Supervisors 2/Principal Probation Officers and/or Probation Supervisors 1. The incumbent also assists the Probation Director (Group D) in the planning, organization, direction and coordination of the department. He/she may also directly oversee the activities of a division within the probation department. The work is performed under the general supervision of a Probation Director (Group D) with extensive leeway allowed to exercise independent judgment in carrying out the details of the work. The position of Deputy Probation Director (Group D) differs from that of a Deputy Probation Director (Group C) in that the Deputy Probation Director (Group D) is employed in a larger department. A Deputy Probation Director (Group D) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists a Probation Director (Group D) in planning, organizing and supervising the activities of the department including planning, assigning and supervising the work of subordinate staff;

Assists a Probation Director (Group D) in controlling the work of the department through assignments to supervisory personnel and directing and reviewing their performance;

Assists a Probation Director (Group D) in developing and administering a departmental budget by approving certain expenditures, reviewing personnel and non-personnel needs/costs and recommending requests for appropriations;

Assists a Probation Director (Group D) in developing and administering an agency personnel program, including staff selection, evaluation, discipline and labor relations;

Maintains systems for recordkeeping that ensures the accuracy, availability and security of client and financial information;

Assists a Probation Director (Group D) in developing and implementing administrative processes, policies and procedures for intake, investigation, report preparation, case management, probation supervision and declaration of delinquency;

Assists a Probation Director (Group D) in conducting or conducts staff meetings to discuss program goals, objectives and performance and plan more effective and efficient operations;

Assists a Probation Director (Group D) in planning and supervising staff training and development;

Assists a Probation Director (Group D) with the public relations responsibilities of the department including meeting with various community groups regarding the agency's activities, disseminating information and maintaining effective relationships with community groups and resources;

Acts in the place of a Probation Director (Group D) in his/her absence;

Confers with Probation Supervisors 2/Principal Probation Officers regarding the delivery of probation services;

Oversees the maintenance of case records and financial obligation records, and establishes appropriate related policies;

Assists a Probation Director (Group D) in planning and supervising 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;

May directly oversee the activities of a division within the probation department;

May coordinate with local leadership to respond to media inquiries regarding probation department activities; and

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

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and techniques of investigation, interviewing, case recording and report preparation as they apply to probation activities;

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

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

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

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

Thorough knowledge of effective assessment, case planning and management;

Thorough 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;

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

Thorough knowledge of principles and practices of third level supervision;

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

Good knowledge of community resources;

Good knowledge of the geography of the jurisdiction employed in;

Good knowledge of social sciences, including sociology, psychology and demography;

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

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

Working knowledge of the local government budget process;

Working knowledge of firearm safety;

Skill in the use of firearms where authorized;

Ability to apply management techniques and plan, organize and direct the operations of an agency of the size employed in;

Ability to plan, supervise and manage the work of others;

Ability to help develop and administer a budget;

Ability to help develop and administer a personnel program;

Ability to establish and maintain effective working relationships;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to communicate effectively both orally and in writing;

Ability to safely and effectively use a firearm if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS

(For appointment to positions in the non-competitive class* or when filled on an open-competitive basis):

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 which included or was supplemented by thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience as a Probation Director (Group C), or three (3) years as a Probation Director (Group A), Probation Director (Group B), Deputy Probation Director (Group C), Assistant Probation Director (Group D), Deputy Probation Director (Group B), or Probation Supervisor 2/Principal Probation Officer 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.

Note: **Social science** includes areas of study concerned with humans living in relation to other humans in a social environment and such as 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 vocational rehabilitation.

PROMOTION QUALIFICATIONS

(For appointment to positions in the competitive class):

One (1) year of permanent competitive class service as an Assistant Probation Director (Group D) or two (2) years of permanent competitive class service as a Probation Supervisor 2/Principal Probation Officer or three (3) years of permanent competitive class service 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: 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 Departments 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: One position of Deputy Probation Director (Group D) shall be allocated to the non-competitive class as provided for by Executive Law Section 257(6)(a). Additional positions of Deputy Probation Director (Group D) are allocated to the competitive class pursuant to Executive Law Section 257(1)

PROBATION DIRECTOR (GROUP D)

DISTINGUISHING FEATURES OF THE CLASS: This is the highest level management position in a Group D 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 jurisdiction. This position differs from that of a Probation Director (Group A, B or C) in that a Probation Director (Group D) is employed in the largest probation departments in the State, serving jurisdictions having a population of 400,000 or more and is jurisdictionally classified as non-competitive (outside of NYC) pursuant to Executive Law §257(6)(a). In NYC, Executive Law §255 governs classification in accordance with applicable civil service rules. A Probation Director (Group D) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may carry a firearm in the 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 assignments to management and supervisory personnel 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, reports, case management, probation supervision and graduated responses and violations of probation;

Develops and administers a department budget;

Meets with Directors of other local departments and service providers regarding the delivery of probation services;

Confers with Human Resources/Personnel Department staff regarding personnel matters and makes decisions as appropriate regarding matters including, but not limited to employee hiring, counseling and discipline as necessary;

Provides descriptive statistical or evaluative reports on agency operations or problems including reports to the New York State Division of Criminal Justice Services, Office of Probation and Correctional Alternatives;

Maintains systems for recordkeeping that ensure the accuracy, availability and security of client and financial information;

Directs the development and administration of demonstration or research grant programs;

Confers and/or meets with heads of other state and local departments and service providers regarding the delivery of probation services;

Conducts staff meetings to discuss program goals, objectives and performance and plan more effective and efficient operations;

Confers with a Deputy Probation Director (Group D) and supervisory staff to discuss and provide direction regarding departmental operations including appropriate training and staff development initiatives;

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;

Ensures the maintenance of case records and financial obligation records and establishes appropriate related policies;

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;

Coordinates with local leadership to respond to media inquiries regarding probation department activities;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of management principles and practices;

Thorough knowledge of the principles and techniques of investigation, interviewing, case recording and report preparation as they apply to probation activities;

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

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

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

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

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

Thorough knowledge of effective assessment and case planning and management;

Thorough 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;

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

Thorough knowledge of the local government budget process;

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 community resources;

Good knowledge of the geography of the jurisdiction employed in;

Good knowledge of social sciences, including sociology, psychology and demography;

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 descriptive statistics;

Working knowledge of firearm safety;

Skill in the use of firearms where authorized;

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 prepare statistical and other reports related to the work performed;

Ability to establish and maintain effective working relationships;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to communicate effectively both orally and in writing;

Ability to use a firearm safely and effectively if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

(For appointment to positions in the non-competitive class):

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 which included or was supplemented by thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience as a Probation Director (Group C), or Deputy Probation Director (Group D), or three (3) years of experience as Probation Director (Group B), Deputy Probation Director (Group C), or Assistant Probation Director (Group D), or four (4) years of experience as a Probation Director (Group A), Deputy Probation Director (Group B) or Probation Supervisor 2/Principal Probation Officer, or equivalent experience in a position in a probation agency.

Note: Course work at the graduate degree level in social work, law, public administration, criminal justice, sociology, counseling, or related field may be substituted for work experience on a year to year basis for a maximum of one (1) year of experience.

Note: **Social science** includes areas of study concerned with humans living in relation to other humans in a social environment and such as 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 vocational rehabilitation.

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

Note: The position of Probation Director (Group D) shall be allocated to the non-competitive class as provided for by Executive Law Section 257(6)(a). In NYC, Executive Law Section 255 governs classification in accordance with applicable civil service rules.

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 Departments 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.