



## Probation Program Manager

**Job Number: 1801299**

Human Resources  
2222 M Street  
Merced, CA 95340  
(209) 385-7682

<http://www.co.merced.ca.us>

MERCED COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER:  
Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities Act (ADA) should contact County of Merced Human Resources at (209) 385-7682. California Relay Services (1-800-735-2929) is available for the hearing impaired.

### SALARY

\$38.73 - \$47.08 Hourly    \$6,713.20 - \$8,160.53 Monthly

**OPENING DATE:** 11/19/18

**CLOSING DATE:** Continuous

### EXAMPLES OF DUTIES

**Duties may include, but are not limited to, the following:**

- Organizes, directs and supervises the operation and activities of a specific program of services in the Probation Department as assigned by a Division Director, Assistant Chief Probation Officer or Chief Probation Officer.
- Assist in development of new programs that will make operations more efficient and/or provide better service.
- Acts as liaison to other agency and community groups.
- Appears for public speaking engagements as a representative of the department.
- Provides consultation to employees in resolving difficult issues and situations.
- Schedules employees to ensure adequate coverage of programs by employees.
- Conducts training activities.
- Assists in implementation of policy changes and/or develops and implements policy.
- Establish division goals, objectives, and outcomes with assistance of administrative and subordinate staff.
- Formulate and implement policies and procedures in accordance with the law, County policy, departmental directions and profession's "best practices."
- Establish standards and training of staff, including in-service programs.
- Design, implement, and evaluate programs and services for performance based outcomes.
- Assist in the recruitment, hiring, promotion, and discipline of departmental staff.
- Review and prepare analysis of proposed and current legislation and regulations as directed.

**In addition to the above when assigned to a Juvenile Justice Correctional Facility:**

- Provides guidance in unusual situations or emergencies.
- Randomly makes periodic checks of the assigned program throughout the 24-hour operation.
- Assures the maintenance of proper levels of security.
- Monitors discipline with detainees for rule infractions in accordance with established policies.
- Conducts individual or group meetings with detainees to discuss problems.
- Assists in administering the ordering of clothing, supplies and equipment.
- Ensures facility is in compliance with Title 15 and 24 of the California Administrative Code.

### MINIMUM QUALIFICATIONS

**Experience:**

Five (5) years of full time experience in probation/parole field casework or similar work in a related correctional field.

**Education:**

Graduation from a four (4) year accredited college or university. (One (1) year of additional graduate training in the field of Criminology, Public Administration, Psychology, Sociology or similar field may be substituted for up to one (1) year of the required experience.)

**Certificates:**

Board of Corrections Core Training Certificates for Deputy Probation Officer or Juvenile

Institutions Officer and evidence of continued compliance with annual training requirements.

Certificate of Completion of 832 P.C. Training.

Training and background which will meet the requirements of California Government Code Sections 1029 and 1031.

It is important that your applications show all of your relevant education and experience. All questions must be completed with a written answer or N/A noted. If left blank the application will be considered incomplete.

A resume may be attached or e-mailed to [hrwebmail@co.merced.ca.us](mailto:hrwebmail@co.merced.ca.us), but will not substitute for a Merced County Application. **Failure to submit a completed application, supplemental questionnaire, or other required documentation will eliminate you from the recruitment process.**

#### Probation Program Manager Supplemental Questionnaire

- \* 1. Have you meet the training and background requirements per California Government Code Sections 1029 and 1031?  
 Yes  No
- \* 2. Do you possess a certificate of completion for 832 P.C. Training?  
 Yes  No
- \* 3. Do you possess Board of Corrections Core Training Certificates for Deputy Probation Officer or Juvenile Institutions Officer?  
 Yes  No
- \* Required Question