

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: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

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 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

PROBATION DIRECTOR B

Page 3

activities;

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

related policies;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: 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.

MINIMUM QUALIFICATIONS:**OPEN COMPETITIVE**

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.

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.

PROMOTIONAL:

One (1) year permanent competitive class service as a Deputy Probation Director B; or two (2) years of permanent competitive class service as a Probation Supervisor.

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: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Y:\CLASPLAN\Probation Director B.doc
Reviewed: 12/20/19
Jurisdictional Class: Competitive
Public Hearing:N/A
NYS Civil Service Commission Approval:N/A

Revised and Replaced in Classplan: 5/12/2025 (Edu)