

DEPUTY PROBATION DIRECTOR  
(Formerly known as Deputy Commissioner – Probation)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Probation Director, the incumbent of this class directs and supervises department staff and assists in the overall management and administration of the department. Duties and responsibilities are carried out in accordance with the codes, rules and regulations of the New York State Division of Probation and Correctional Alternatives and applicable federal, state and local laws. Responsibilities include planning, organizing, developing and implementing departmental programs and activities, and managing the day-to-day operations of the department through supervision of senior level administrative and program staff. Consistent with the provisions of the Westchester County Charter, this position is authorized to act generally for and on behalf of the Probation Director. In the absence of the Probation Director, the Deputy assumes full departmental responsibility. A Deputy Probation Director 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. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for the Probation Director in his/her absence and represents him/her in an official capacity, as required, on all departmental matters and at local, state and professional meetings;

Assists the Probation Director in the formulation and implementation of agency policies, procedures, and initiatives;

Assists the Probation Director in planning, organizing, directing and coordinating the activities of the Probation Department;

Interprets policy directives and probation laws, rules and regulations to insure operational consistency;

Consults with and directs top managerial staff regarding administrative functions such as budgeting, financial processing and oversight, personnel administration, etc.;

Reviews programs and activities and evaluates their administration, objectives, effectiveness, efficiency, and suitability to current conditions;

Reviews department grant initiatives in consultation with the Executive staff;

Supervises the preparation and monitoring of the Department's operating and capital budgets;

Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on matters of common interest;

Acts as the liaison between the Probation Department and the Budget Office, County Attorney, and Counsel for the NYS Division of Probations and Correctional Alternatives;

Coordinates departmental public relations initiatives;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Participates in community efforts dealing with the prevention and control of crime and delinquency;

Prepares correspondence, reports and presentations for the Probation Director for use within the county and with outside agencies;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: 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; 63 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.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* or higher, which included or was supplemented by thirty (30) credits\* in the social, behavioral sciences or a related field and either\*\* (a) two (2) years of experience as a Probation Director (Group C); or (b) three (3) years of experience as a Probation Director (Group A), Probation Director (group B), Deputy Probation Director (Group C), Deputy Probation Director (group B), Assistant Probation Director (Group D), or Probation Supervisor 2/Principal Probation Officer or equivalent experience in a probation agency.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (Cont'd)

SUBSTITUTION: A Master's Degree\* 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 NOTES:

1. Education beyond the secondary level must be from an institution recognized or accredited by the board of regents of the New York State Department of Education as a post-secondary, degree-granting institution.
2. 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.
3. 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.
4. Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

SPECIAL REQUIREMENT: Possession of a current driver's license or ability to otherwise 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.

DEFINITION: Level-D refers to a New York State Probation Agency Serving a jurisdiction with a population that exceeds 400,000.

West. Co.  
J.C.: Non-Competitive†  
SSLR

Job Class Code: E0650  
Job Group: XVIII

† – Policy influencing and confidential with no Section 75 rights