



**DENVER**  
THE MILE HIGH CITY

**Career Service Authority**  
Denver's Human Resource Agency

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JOB SPECIFICATION MEMORANDUM

TO: All agencies citywide  
Holders of Job Specification Books

FROM: Alena Martinez

DATE: September 29, 2008

SUBJECT: New and/or revised Job Specifications

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Attached are revised and/or new job specifications. These should be placed in your job specification book.

Old job specifications listed in the column "Job Specifications to be Removed" should be removed from your book and destroyed.

Agencies that hold only selected job specifications may discard those that are not classes within their agency.

**New and Revised  
Job Specifications**

Contract Compliance Coordinator  
Rev. 09/28/2008

Contract Compliance Technician  
Rev. 09/28/2008

Probation Officer Supervisor  
Rev. 09/28/2008

**Job Specifications  
to be Removed**

Contract Compliance Coordinator  
Rev. 01/01/2007

Contract Compliance Technician  
Rev. 01/01/2007

Probation Officer Supervisor  
Rev. 02/21/1996



Career Service Authority  
Contract Compliance Coordinator

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### **GENERAL STATEMENT OF CLASS DUTIES**

Manages contract compliance and performance requirements including prevailing industry practice for similar goods and services and evaluates overall vendor performance.

### **DISTINGUISHING CHARACTERISTICS**

This class manages contract compliance and performance requirements including prevailing industry practice for similar goods and services and evaluates overall vendor performance. This class is distinguished from a Contract Compliance Technician that monitors contract compliance and/or contract financial performance to verify contract terms, services to be provided, and payment schedule and reviews contract and/or payment process. The Contract Compliance Coordinator is distinguished from the Contract Compliance Supervisor that performs supervisory duties over employees involved in the operation and maintenance of a contract compliance unit.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and/or gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Manages contracts to ensure compliance, verifies that contractors have met contract goals and provided required reports and documentation, reviews and resolves differences in areas of non-compliance, and addresses other concerns as necessary.

Researches contractors and the services they provide to compare their structure and operating policies with industry practice.

Reviews and authorizes payment requests according to the contractual terms and applicable rules and regulations, withholds voucher payments until contractor is in compliance, and may initiate legal actions.

Recommends and coordinates the implementation of policies and procedures for assigned functions and assists in developing new policies and procedures.

Serves as a liaison to the Auditor's Office in cases of contract or other agency audits and researches, compiles, and provides agency data, files, documents, and records to the Auditor's Office.

Provides application and federal and local regulation information, trains project managers and contractors on established contract policies and procedures, and provides technical assistance for completing required reports and applications.

Reviews applications of contractors for completeness and contracts for specific requirements and enters contractor, bid information, and amount into database for tracking.

Performs on-site investigations and/or desk audits of contractors, providers, concessionaire facilities, and/or tenant facilities, reviews and analyzes reports generated by contractors or providers to confirm compliance with contract and rules and regulations, and re-inspects as necessary to ensure compliance.

Maintains contract files throughout term of contract, generates status reports for management, and processes close-out documents at conclusion.

By position, assists the City Attorney's Office in cases of contract compliance and/or claims, researches regulations and past decisions for current application of law, and makes recommendations.

By position, drafts and/or compiles Requests for Proposals, other bid documents, and legal advertising materials and coordinates the bid process including organizing and conducting pre-bid, bid meetings, and pre-proposal conferences.

By position, assists in coordinating and checking the work of other employees for assigned projects.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Contracting/Procurement** – Knowledge of various types of contracts, techniques for contracting or procurement, and contract administration.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

**Reading** – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

**Self-Management** – Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

**Writing** – Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

**Oral Communication** – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Problem Solving** – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

**Planning and Evaluating** – Organizes work, sets priorities, determines resource requirements, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

**Arithmetic/Mathematical Reasoning** – Performs computations such as addition, subtraction, multiplication, and division correctly and solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

**Manages and Organizes Information** – Identifies a need, gathers, organizes, and maintains information, determines its importance and accuracy, and communicates it by a variety of methods.

**Organizational Awareness** – Knows how organizational and technological systems work and operates effectively within them. This includes policies, procedures, rules, and regulations of the work unit or organization.

**Conscientiousness** – Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

**Customer Service** – Works with customers to assess needs, provide assistance, resolve problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Conflict Management** – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

**Decision Making** – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish goals, and causes change.

**Flexibility** – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and deals effectively with ambiguity.

**Memory** – Recalls information that has been presented previously.

**Technology Application** – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

**Information Management** – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Knowledge of the principles of confidentiality related to the work assignment.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

***Working Environment:***

Pressure due to multiple calls and inquiries.  
Subject to many distractions.

***Education Requirement:***

Baccalaureate Degree in Business Administration, Public Administration, or a related field.

***Experience Requirement:***

Two years of paraprofessional or technical experience evaluating contracts for compliance with standards driven by some combination of service, performance, and financial criteria.

***Education/Experience Equivalency:***

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements

***Licensure and/or Certification:***

By position, requires a valid driver's license at the time of application.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 09/28/2008

***REVISED BY:*** Patricia Anderson

***CLASS HISTORY*** 1/2007 - This class was revised and updated.  
9/2008 – The first job responsibility on this class specification and the Contract Compliance Technician class specification were rewritten to distinguish the work of a technician and a coordinator.



Career Service Authority  
Contract Compliance Technician

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**GENERAL STATEMENT OF CLASS DUTIES**

Monitors contract compliance and/or contract financial performance to verify contract terms, services to be provided, and payment schedules and reviews contract and/or payment process.

**DISTINGUISHING CHARACTERISTICS**

This class monitors contract compliance and/or contract financial performance to verify contract terms, services to be provided, and payment schedules and reviews contract and/or payment process. This class is distinguished from a Contract Compliance Coordinator that monitors contract compliance and performance requirements including prevailing industry practice for similar goods and services and evaluates overall vendor performance.

***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, and/or presented and some degree of discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

No supervisory duties.

## ESSENTIAL DUTIES

Monitors contracts to ensure compliance, reviews, reports, and/or resolves areas of non-compliance, and addresses other concerns as necessary.

Supports maintenance of contract files throughout the terms of the contract, assists in completing status reports for management, and processes close-out documents at conclusion.

Ensures contract modifications are properly authorized and processes payments necessary to complete the project.

Reads and interprets contract language to understand terms and conditions of the contract and connects them with services provided and appropriate costs.

Identifies areas needing adjustment and makes suggestions to management to improve future contracts.

Generates financial spreadsheets to track expended contract dollars, contract balances, and/or concession revenues.

Prepares written reports to document vendor and contractor performance and closes out contract activity.

By position, provides special technical support, furnishes information, and answers questions.

By position, reviews required submittals and documentation necessary for payment and performs mathematical calculations to ensure accuracy and correctness of submitted billing statements.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Customer Service** – Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

**Reading** – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Writing** – Uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information that is appropriate for the intended audience.

**Interpersonal Skills** – Shows understanding, courtesy, tact, cooperation, concern, and politeness to others and relates well to people from varied backgrounds and situations.

**Listening** – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Oral Communication** – Expresses information effectively taking into account the audience and nature of the information, listens to others, attends to nonverbal cues, and responds appropriately.

**Problem Solving** – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, evaluates and chooses the best alternative in order to make a determination, and draws conclusions or solves a problem.

**Arithmetic/Mathematical Reasoning** – Performs computations such as addition, subtraction, multiplication, and division correctly and solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

**Manages and Organizes Information** – Identifies a need, gathers, organizes, and maintains information, determines its importance and accuracy, and communicates it by a variety of methods.

**Organizational Awareness** – Knows how organizational and technological systems work and operates effectively within them. This includes policies, procedures, rules, and regulations of the work unit or organization.

**Conscientiousness** – Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

**Reasoning** – Discovers or selects rules, principles, or relationships between facts and other information.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Flexibility** – Adapts quickly to changes.

**Attention of Detail** – Is thorough when performing work and conscientious about attending to detail.

**Memory** – Recalls information that has been presented previously.

**Technology Application** – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

**Information Management** – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Knowledge of the principles of confidentiality related to the work assignment.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Balancing: maintaining body equilibrium to prevent falling over.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Handling: seizing, holding, grasping, or otherwise working with hand(s).  
Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work through using two or more.  
Far Acuity: ability to see clearly at 20 feet or more.  
Near Acuity: ability to see clearly at 20 inches or less.  
Field of Vision: ability to see peripherally.  
Accommodation: ability to adjust vision to bring objects into focus.

***Working Environment:***

Subject to many interruptions.

***Education Requirement:***

Graduation from high school or possession of a GED Certificate.

***Experience Requirement:***

Three years of clerical experience which includes one year of experience working with contracts.

***Education/Experience Equivalency:***

A combination of appropriate education and experience may be substituted for the minimum experience requirement except for the one year of experience working with contracts.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 09/28/2008

***REVISED BY:*** Patricia Anderson

***CLASS HISTORY*** 1/2007 - This class was revised and updated.  
9/2008 – The first job responsibility on this class specification and the Contract Compliance Coordinator class specification were rewritten to distinguish the work of a technician and a coordinator.



## Career Service Authority

# Probation Officer Supervisor

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### GENERAL STATEMENT OF CLASS DUTIES

Performs supervisory duties over a probation unit, which includes establishing operating procedures and assisting in administering a probation program.

### DISTINGUISHING CHARACTERISTICS

This class is distinguished from Senior Probation Officer, which performs full-performance level professional work providing case management by interviewing/investigating/counseling and referring clients for probation; preparing pre-sentencing reports and other documents for the court. This class is also distinguished from Electronic Monitoring Probation Officer series, which provide a safe environment for the community through performing 24/7 hours on-call monitoring of and providing a structured environment for court assigned offenders.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

#### ***Interpersonal Communications and Purpose:***

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

***Level of Supervision Exercised:***

Supervises two (2) or more employees who do not supervise.

**ESSENTIAL DUTIES**

Supervises the work of probation officers, clerical staff and other assigned personnel in the processing of probations.

Plans/schedules/coordinates/assigns work and establish goals/priorities for subordinate employees.

Reviews work upon completion for adherence to guidelines and standards.

Resolves problems encountered by employees during the course of the assignment.

Develops/implements required training programs and trains staff in day to day operations.

Maintains a caseload of individuals placed on probation.

Develops/implements development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development

Implements and interprets policies/procedures developed by higher level managers. Develops/recommends/coordinates the implementation of new procedures for the assigned function.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides on going feedback regarding levels of performance, and formally evaluates employees in relation to performance.

Initiates/recommends disciplinary action for employees as necessary.

Interviews and selects staff reporting directly to this position and assists with other interviews as required.

Assists in the development of departmental budgets.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**Leadership** - Influences, motivates, and challenges others; adapts leadership styles to variety of situations.

**Legal, Government & Jurisprudence** - Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organizations and functions, and the democratic political process.

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct and understands the impact of violating these standards on all organization, self, and others; is trustworthy.

**Interpersonal Skills** - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; related well to people from varied backgrounds & situations; is sensitive to individual differences.

**Oral Communication** - Expresses information to individuals or groups effectively taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cue and responds appropriately.

**Decision Making** - Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Problem Solving** - Identifies problems; determines accuracy and relevance information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Organizational Awareness** - Knows the organization's mission and functions, and how it's social, political, and technological systems work and operates effectively within them; this includes the programs, policies, procedures, rules, and regulations of the organization.

**Reasoning** - Identifies rules, principals, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Creative Thinking** - Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

**Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Flexibility** - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

**Planning & Evaluating** - Organizes work, sets priorities, determines resource requirements; determines short or long term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

**Public Safety and Security** - Knowledge of the military, weaponry, and intelligence; public safety and security; occupational health and safety investigation and inspection; rules, regulations, precautions, and prevention techniques for protecting people, data, property.

**Technical Competence** - Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluated technical information related to the job; advises others on technical issues.

**Teaching Others** - Helps others learn through formal/informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

**Stress Tolerance** - Deals calmly and effectively with high stress situations i.e. hostile individuals, emergency situations, dangerous situations, etc.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** - Recognizes or uses correct English grammar, punctuations and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience (preparing professional reports that clearly express and convey ideas and concepts).

**Self-Management** - Sets well defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; demonstrates responsible behavior.

**Self Esteem** - Believes in own self worth; maintains a positive view of self and displays a professional image.

**Memory** - Recalls information that has been presented previously.

**Information Management** - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Knowledge of research techniques sufficient to be able to determine what information is needed, secure and analyzes desired information, and formulate logical recommendations.

Knowledge of interviewing techniques sufficient to be able to obtain and/or verify necessary information.

Knowledge of techniques and objectives of probation counseling and relative court procedures sufficient to be able to adequately counsel probationers.

Knowledge of supervisory theories/methods sufficient to be able to perform a variety of lead-functions.

Skill in assessing physical and mental condition of clients through diagnostic testing and interviews.

Skill in recognizing non standardized situations and preparing recommendations for problem resolution.

***Physical Demands:***

Sitting: Remaining in the normal seated position

Lifting: Raising or lowering an object up to 10 pounds

Carrying: Transporting an object, usually by hand, arm, or shoulder

Stooping: Bending the body by bending spine at the waist

Handling: Seizing, holding, grasping or otherwise working with hand(s)

Talking: Expressing or exchanging ideas by means of spoken words.

Eye/hand/foot coordination: Performing work through using two or more

Far Acuity: Ability to see clearly at 20 feet or more

Near Acuity: Ability to see clearly at 20 inches or less

Field of Vision: Ability to see peripherally

Ability to adjust vision to bring objects into focus

Color Vision: Ability to distinguish and identify different colors

***Working Environment:***

Subject to varying and unpredictable situations  
Handles emergency or crisis situations  
Subject to many interruptions  
Subject to long irregular hours  
Exposed to dangers of assaults/hazards

***Education Requirement:***

Baccalaureate Degree in Psychology, Sociology, Human Services, Corrections, or a related field

***Experience Requirement:***

Three years of experience in case writing and investigation, or in case work and counseling in areas such as probation, prison, alcohol and drug abuse, domestic violence, or related fields including one year experience as a project leader or lead worker on an interim basis.

***Education/Experience Equivalency:***

Additional appropriate type/level of experience may be substituted for the minimum education requirement on a one year for one year basis except one year experience as a project leader or lead worker.

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

***Licensure and/or Certification:***

Possession of a valid Colorado Class "R" DL at the time of application.

By position may require possession of Alcohol and Drug Evaluating Specialist (ADES) Certification from the State of Colorado at the time of application. Possession of ADES Certificate is required by the completion of probation period.

Must pass the CSA first-line supervisory test before the probation period ends.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Debra Bartleson

***REVISED DATE:*** 09/28/2008

**REVISED BY:** Hameed Pousti

**CLASS HISTORY** 09/1995—This class was originally created.  
09/2008—Class spec was re-formatted and the GSD was updated.