



Office of Human Resources
Deputy Chief Probation Officer - CA3242
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General Statement of Duties

Manages the operations and administration of a section of the probation division that include implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately. Typically has supervisors reporting to them and reports directly to the Chief Probation Officer.

Distinguishing Characteristics

The Deputy Chief Probation Officer is a first level management classification who oversees work groups/areas within the division and is generally responsible for supervising first line supervisors. This class is operationally and functionally focused. This class is distinguished from the Chief Deputy Probation Officer who administers and directs the operation of the Probation Division for the Denver County Court. The Chief Probation Officer reports directly to the Denver County Court (DCC) Presiding Judge. This class is distinguished from the Probation Officer Supervisor who performs supervisory duties over a probation unit, which includes establishing operating procedures and assisting in administering a probation program.

Essential Duties

Manages functional and/or operational area(s) of the probation division.

Implements policies, programs, operating procedures and practices for the section and effectively manages operating costs. Participates in the development of division budget and manages usage for division.

Participates and facilitates in the design, acquisition, and implementation of automation for the probation division. Manages the division facilities needs by assessing and monitoring space needs, ensuring that staff have adequate equipment and a safe working environment.

Fosters an atmosphere of innovation and manages goals and probation division performance.

Coaches, mentors, and challenges staff. Champions continuous improvement, including devising new strategies and new opportunities. Leads staff development initiatives that include training, development, and succession planning. Manages the resolution of difficult or complex probation problems.

Organizes and assists in the development of, and implements probation division standards, procedures, systems and guidelines.

Represents the activities within the division and maintains effective working relationships with the State Court Administrator's Office, other units, law enforcement agencies, public and private social service agencies, and community resources.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards. Assigns duties and responsibilities to staff; and manages the recruitment, selection and termination of employees.

Serves as Acting Chief Probation Officer in the absence of the Chief Probation Officer.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

Knowledge & Skills

Knowledge of criminal justice system, courts, and probation-related theories, principles, laws, case law, and operations.

Ability to delegate responsibilities and tasks to subordinates to enhance efficiency and to provide an opportunity for staff development.

Level of Supervision Exercised

Manages a work group(s) within a division by supervising supervisors and/or individual contributors

Education Requirement

Bachelor's Degree in Criminal Justice, Sociology, Psychology, Social Work or related field.

Experience Requirement

Three (3) years of experience of management experience including supervision, probation, parole, or related experience.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls, inquiries, and conflicts.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Subject to long irregular hours.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/division needs.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check
Education Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-13
FLSA Code: Y
Established Date: 4/12/2020
Established By: GT
Revised Date: 11/27/2022
Revised By: BM
Class History: 10/21/2021 - Equivalency revised; 11/27/2022 - Revised pay grade as a result of CN1746; 11/26/23 – Revised pay grade as a result of CN1803.