

**SIERRA COUNTY BOARD OF SUPERVISORS'
AGENDA TRANSMITTAL & RECORD OF PROCEEDINGS**

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|--|--|
| MEETING DATE: DEPARTMENT: PHONE NUMBER: REQUESTED BY: | TYPE OF AGENDA ITEM: REGULAR CONSENT TIMED SUPPORTIVE DOCUMENT ATTACHED: RESOLUTION MEMO AGREEMENT OTHER _____ |
| AGENDA ITEM: | |
| BACKGROUND INFORMATION: | |
| FUNDING SOURCE: GENERAL FUND IMPACT: | OTHER FUND: AMOUNT: \$ |
| ARE ADDITIONAL PERSONNEL REQUIRED? YES NO TYPE OF EMPLOYEE | IS THIS ITEM ALLOCATED IN THE BUDGET? YES NO IS A BUDGET TRANSFER REQUIRED? YES NO |
| SPACE BELOW FOR CLERK'S USE | |
| BOARD ACTION: APPROVED APPROVED AS AMENDED ADOPTED ADOPTED AS AMENDED DENIED OTHER NO ACTION TAKEN | SET PUBLIC HEARING FOR: _____ DIRECTION TO: _____ REFERRED TO: _____ CONTINUED TO: _____ AUTHORIZATION GIVEN TO: _____ |
| BOARD VOTE: BY CONSENSUS AYES: ABSTAIN: NOES: ABSENT: | RESOLUTION 2026- _____ AGREEMENT 2026- _____ ORDINANCE _____ |
| COMMENTS: | |

CLERK OF THE BOARD

DATE

MEMO:

Subject: Advertise and hire DPO I-III position that will be vacant as of April 24, 2026.

Department: Probation, Chuck Henson, Chief Probation Officer

Background: Considering Deputy Scott Quade's anticipated intended departure from county service on April 24, 2026, I would like to convey my petition to be able to fill said position. While understanding the county soft freeze, I do see reason to seek an exception, if you will. I believe the following reasons are relevant to this request:

1. The position is a Safety position and plays a crucial role within the three-deputy staff department (33% of frontline staff), is necessary for the function of the overall justice system in Sierra County and coordination with regional partners. It is also necessary to the overall safety of the community as the position serves the adult caseload including high risk offenders, sex offenders, local parole offenders returning from prison terms and serves the collaborative court.
2. The other two deputy positions within the department are "siloeed" to pretrial services through a reimbursement contract for service with the courts and the other paid for and tied to a specific plan dictated by statute to juvenile services through the Juvenile Justice Coordinating Counsel and its plan submitted to the state.
3. Much like the Sheriff's Office and its deputies, a Deputy Probation Officer is very difficult to recruit and has a very long (nearly a year) screening/vetting process with a high "washout" rate to maintain legal and local standards. It is imperative not to suffer any unnecessary delay in starting this lengthy process of advertising, building a pool, screening applicants, state mandated testing, various rounds of interviews, background investigations, psychological assessments, medical evaluations, and onboarding. The position has a high learning curve and takes years to develop an employee into relative independence and comprehensive understanding of the multitude of roles a probation officer touch.
4. The position is fully funded through state SB 678 Community Corrections Performance Incentives funding and the local Community Corrections Partnership and plan submitted to the state.

Please consider the reasons listed above in supporting my petition to immediately seek BOS Chairman approval to advertise, recruit and take action to fill this vacancy.

**SIERRA COUNTY
Job Classification**

Class Title: Probation Officer I

Class Code: DSA

Status: Non-Exempt

DEFINITION

Probation Officer I is the entry and training level class in the Probation Officer class series. Incumbents work under close supervision and direction while carrying a small caseload involving the less difficult probation problems. Incumbents are expected to develop skills and abilities during the training period. As experience is gained and the ability to work independently is developed, an incumbent may be considered for promotion to the Probation Officer II level.

DISTINGUISHING CHARACTERISTICS

The duties of this position include routine, frequent counseling and monitoring of probationers (to include all populations such as juvenile, pretrial, misdemeanor and felony probationers, PRCS and MS), writing of reports and other duties as specifically directed by the Chief Probation Officer.

REPORTS TO:

Typically reports to the Chief Probation Officer or Senior Deputy Probation Officer.

CLASSIFICATIONS SUPERVISED:

None.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Under close supervision performs some or all the following:

- Counseling and guiding probationers.
- Assures that terms and conditions of probation are complied with.
- Assesses clients' needs and develops treatment plans designed to achieve rehabilitation.
- Advises parents, school authorities and social organizations regarding the progress and needs of probationers.
- Assists in conducting presentencing investigations.
- Prepares petitions, court reports and social case histories and makes recommendations for rehabilitation programs.
- Counsel's juveniles.
- Makes periodic reports to the Court on the progress, development and needs of probationers.
- May recommend dismissal of cases when satisfactory restitution has been achieved.
- Performs delinquency prevention duties including crisis intervention, counseling, and working with local community groups.

- Transports in-custody minors to placement or to Court.

MINIMUM QUALIFICATIONS

The successful candidate would possess a combination of the following related education and experience in the law enforcement field as follows:

- High school education
- College education
- Progressively responsible related experience including juvenile hall, jail and probation employment.

In addition, the successful candidate should possess the following knowledge and special skills:

Knowledge of:

- Basic principles of applied psychology
- Interviewing techniques
- Federal, state, and local laws
- Court procedures affecting probation work.

Ability to:

- Communicate effectively both in writing and verbally.
- Perform duties under pressure and with many interruptions.
- Organize workload and set priorities.
- Meet the public with tact and courtesy.
- Establish & maintain cooperative working relationships.

Special Skills:

- Good communication skills
- Good writing skills
- Higher education, training, or specialized courses
- Public relations or supervision experience
- Achievements or awards related to work.

This class specification lists the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related to those set out above and to the types of activities and functions of the employing department and may be required to have additional job-related knowledge and skills.

Education:

Completion of the educational training outlined in California Codes for Probation Officers
Specifically:

- 832 P.C. within 90 days of hiring - S.T.C. Probation Officer
Core Course within the first year of hiring

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Other Requirements:

- Possession of a valid driver's license at the time of application and maintained throughout employment is a requirement for hiring.
- Passing a thorough background check and a psychological evaluation is a requirement for hiring.

TYPICAL WORKING CONDITIONS:

Work is performed in both an office environment as well as outside of the office environment. Frequent driving is required for school, employment and home visits.

TYPICAL PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to remain in a stationary position 50% of time, move, traverse, and position self to move and reach while performing office duties. Move and/or position objects weighing up to 25 pounds. Constantly operate a computer and other office productivity machinery such as a calculator, copy machine and computer printer. Must be able to effectively communicate and converse with others, read, and write, and operate office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information, enter/retrieve data, and recognize characters on a computer screen. Tasks may involve extended periods of time at a keyboard or workstation.

Sierra County is an Equal Opportunity Employer

Sierra County employees and volunteers are deemed Disaster Service Workers pursuant to California Government Code Section 3101.

I. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL REQUIREMENTS:

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A = Rarely (once or twice, or never performed) **E** = Daily (from 0-1 hour per day)
B = Seldom (on a quarterly to yearly basis) **F** = Daily (from 1-4 hours per day)
C = Occasionally (on a monthly/bi-monthly basis) **G** = Daily (from 4-8 hours per day) **D** =
 Frequently (on a weekly basis)

| ACTIVITY | | | FREQUENCY | | | | | | | |
|----------|------------------|--|-----------|---|---|---|---|---|---|--|
| | | | A | B | C | D | E | F | G | |
| 1. | CLIMBING | Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms. | | | X | | | | | |
| 2. | STOOPING | Bending body downward and forward by bending spine at waist. | | | X | | | | | |
| 3. | KNEELING | Bending legs at knee to come to rest on a knee or knees. | | | X | | | | | |
| 4. | CROUCHING | Bending the body downward and forward by bending legs and spine. | | | X | | | | | |
| 5. | CRAWLING | Moving about on hands and knees or hands and feet. | | | X | | | | | |
| 6. | REACHING | Extending hand(s) and arm(s) in any direction. | | | X | | | | | |
| 7. | STANDING | Standing for long periods of time. | | X | | | | | | |
| 8. | WALKING | Moving about on foot. | | | | X | | | | |
| 9. | SITTING | Sits for extended periods of time. | | | | | | | X | |
| 10. | PUSHING | Using upper extremities to press against something with steady force to thrust forward, downward, or outward. | X | | | | | | | |
| 11. | PULLING | Using upper extremities to exert force to draw, drag, haul or tug objects in a sustained motion. | X | | | | | | | |
| 12. | FINGER DEXTERITY | Picking, pinching, typing or otherwise primarily working with fingers rather than the whole hand or arm. | | | | | X | | | |
| 13. | GRASPING | Applying pressure to an object with the fingers and palm. | | | | | X | | | |
| 14. | FEELING | Perceiving attributes of objects, such as size, shape, temperature, and texture by touching with skin. | | | X | | | | | |
| 15. | TALKING | Expressing or exchanging ideas by means of the spoken word. | | | | | | | X | |

| | | | | | | | | | |
|----|--|--|--|--|--|--|--|---|--|
| | left only | | | | | | | | |
| | both | | | | | | | X | |
| 3. | Repetitive use of hands. right only | | | | | | | | |
| | left only | | | | | | | | |
| | both | | | | | | | X | |

III. ESSENTIAL FUNCTIONS (ADA)

WORKING CONDITIONS:

Frequency: *This factor includes the frequency to which the task appears while performing the overall job.*

- A** = Rarely (once or twice, or never performed) **E** = Daily (from 0-1 hour per day)
B = Seldom (on a quarterly to yearly basis) **F** = Daily (from 1-4 hours per day)
C = Occasionally (on a monthly/bi-monthly basis) **G** = Daily (from 4-8 hours per day)
D = Frequently (on a weekly basis)

| ACTIVITY | | FREQUENCY | | | | | | |
|----------|--|-----------|---|---|---|---|---|---|
| | | A | B | C | D | E | F | G |
| 1. | Works outside in various types of weather. | | | X | | | | |
| 2. | Works inside. | | | | | | | X |
| 3. | Works in extreme cold, below 32 degrees F, for more than one hour. | X | | | | | | |
| 4. | Works in extreme heat, above 100 degrees F, for more than one hour. | X | | | | | | |
| 5. | Worker is subject to vibration (oscillating movements of the extremities or whole body). | | | | | | X | |
| 6. | Works in excessive humidity. | X | | | | | | |
| 7. | Works in a dry atmosphere. | X | | | | | | |
| 8. | Works in environment with constant noise (to cause worker to shout to be heard). | X | | | | | | |
| 9. | Exposed to dust. | | | X | | | | |
| 10. | Exposed to silica. | X | | | | | | |

| | | | | | | | | |
|-----|---|---|---|--|--|--|--|--|
| 11. | Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.) | X | | | | | | |
| 12. | Exposed to grease and oils (air and skin exposure). | X | | | | | | |
| 13. | Exposed to electrical energy. | X | | | | | | |
| 14. | Exposed to pesticides. | X | | | | | | |
| 15. | Exposed to solvents or other chemicals. (Specify types of chemicals - air and/or skin exposure) | X | | | | | | |
| 16. | Works on slippery or uneven surfaces. | X | | | | | | |
| 17. | Works around machinery with moving parts or stationary equipment. | X | | | | | | |
| 18. | Works around moving objects or vehicles. | | X | | | | | |
| 19. | Works on ladders or scaffolding. | X | | | | | | |
| 20. | Works below ground. | X | | | | | | |
| 21. | Works with hands in water. | X | | | | | | |
| 22. | Works in confined spaces. | X | | | | | | |
| 23. | Other - specify | | | | | | | |

IV. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL EXERTION:

| ACTIVITY | | WEIGHTS/HOURS PER DAY | | | | | | # hrs. per day |
|----------|----------------|-----------------------|------------|--------------|------------|-------------|---------------|----------------|
| | | Up to 10 lbs. | 11-25 lbs. | 26-50 lbs. | 51-75 lbs. | 76-100 lbs. | Over 100 lbs. | |
| 1. | LIFTING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 2. | CARRYING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 3. | PUSHING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 4. | PULLING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 5. | REACHING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 6. | OTHER(Specify) | | | | | | | |

Reviewed by:

Judi Behlke 5-28-2024
Assistant Personnel Director Date

Received and filed by:

Deborah Foster 5-28-2024
County Clerk Date

**SIERRA COUNTY
Job Classification**

Class Title: Probation Officer II
Class Code: DSA
Status: Non-Exempt

DEFINITION

Probation Officer II is the intermediate working level class in the Probation Officer class series. Incumbents carry a diverse caseload with a great deal of independence.

DISTINGUISHING CHARACTERISTICS

The duties of this position include routine, frequent counseling and monitoring of probationers (to include all populations such as juvenile, pretrial, misdemeanor and felony probationers, PRCS and MS), writing of reports and other duties as generally directed by the Chief Probation Officer. The officer is to be armed at the direction of the Chief Probation Officer.

REPORTS TO:

Typically Reports to the Chief Probation Officer or Senior Deputy Probation Officer.

CLASSIFICATIONS SUPERVISED:

None

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Maintains a caseload involving the more difficult and complex probation problems.
- Conducts investigations.
- Interviews defendants, minors, parents, relatives, friends, school authorities, law enforcement officials, collateral agency representatives, victims and witnesses.
- Prepares and presents petitions, court reports and social case histories and recommendations for the Court.
- Conducts searches of probationers, their homes and their vehicles.
- Collects samples for drug and/or alcohol tests.
- Counsel's juveniles.
- Makes periodic reports to the Court on the progress, development and needs of probationers.
- May recommend dismissal of cases when satisfactory restitution has been achieved.
- Performs delinquency prevention duties including crisis intervention, counseling, and working with local community groups.
- Transports adults and minors to placement and/or to Court.

MINIMUM QUALIFICATIONS

The successful candidate would possess a combination of the following related education and experience in the law enforcement field as follows:

- High school education.
- College education.
- Progressively responsible related experience including juvenile hall, jail and probation employment.
- Professional certification (P.O. core course).

In addition, the successful candidate should possess the following knowledge and special skills:

Knowledge of:

- Basic principles of applied psychology.
- Interviewing techniques.
- Federal, state and local laws.
- Court procedures affecting probation work.

Ability to:

- Communicate effectively both in writing and verbally.
- Perform duties under pressure and with many interruptions.
- Organize workload and set priorities.
- Meet the public with tact and courtesy.
- Establish & maintain cooperative working relationships.

Special Skills:

- Good communication skills.
- Good writing skills.
- Higher education, training, or specialized courses.
- Public relations or supervision experience.
- Achievements or awards related to work.

This class specification lists the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related to those set out above and to the types of activities and functions of the employing department and may be required to have additional job-related knowledge and skills.

Education:

Must have completed the educational training outlined in California Codes for Probation Officers Specifically:

- 832 P.C.
- S.T.C. Probation Officer Core Course

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Other Requirements:

- Possession of a valid driver's license at the time of application and maintained throughout employment is a requirement for hiring.
- Passing a thorough background check and a psychological evaluation is a requirement for hiring.

TYPICAL WORKING CONDITIONS:

Work is performed in both an office environment as well as outside of the office environment. Frequent driving is required for school, employment and home visits.

TYPICAL PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to remain in a stationary position 50% of time, move, traverse, and position self to move and reach while performing office duties. Move and/or position objects weighing up to 25 pounds. Constantly operate a computer and other office productivity machinery such as a calculator, copy machine and computer printer. Must be able to effectively communicate and converse with others, read, and write, and operate office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information, enter/retrieve data, and recognize characters on a computer screen. Tasks may involve extended periods of time at a keyboard or workstation.

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I. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL REQUIREMENTS:

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

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B = Seldom (on a quarterly to yearly basis) **F** = Daily (from 1-4 hours per day)
C = Occasionally (on a monthly/bi-monthly basis) **G** = Daily (from 4-8 hours per day) **D** = Frequently (on a weekly basis)

| ACTIVITY | | | FREQUENCY | | | | | | | |
|----------|------------------|--|-----------|---|---|---|---|---|---|--|
| | | | A | B | C | D | E | F | G | |
| 1. | CLIMBING | Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms. | | | X | | | | | |
| 2. | STOOPING | Bending body downward and forward by bending spine at waist. | | | X | | | | | |
| 3. | KNEELING | Bending legs at knee to come to rest on a knee or knees. | | | X | | | | | |
| 4. | CROUCHING | Bending the body downward and forward by bending legs and spine. | | | X | | | | | |
| 5. | CRAWLING | Moving about on hands and knees or hands and feet. | | | X | | | | | |
| 6. | REACHING | Extending hand(s) and arm(s) in any direction. | | | X | | | | | |
| 7. | STANDING | Standing for long periods of time. | | X | | | | | | |
| 8. | WALKING | Moving about on foot. | | | | X | | | | |
| 9. | SITTING | Sits for extended periods of time. | | | | | | | X | |
| 10. | PUSHING | Using upper extremities to press against something with steady force to thrust forward, downward, or outward. | X | | | | | | | |
| 11. | PULLING | Using upper extremities to exert force to draw, drag, haul or tug objects in a sustained motion. | X | | | | | | | |
| 12. | FINGER DEXTERITY | Picking, pinching, typing or otherwise primarily working with fingers rather than the whole hand or arm. | | | | | X | | | |
| 13. | GRASPING | Applying pressure to an object with the fingers and palm. | | | | | X | | | |
| 14. | FEELING | Perceiving attributes of objects, such as size, shape, temperature, and texture by touching with skin. | | | X | | | | | |
| 15. | TALKING | Expressing or exchanging ideas by means of the spoken word. | | | | | | | X | |

| | | | | | | | | | |
|----|--|--|--|--|--|--|--|---|--|
| | left only | | | | | | | | |
| | both | | | | | | | X | |
| 3. | Repetitive use of hands. right only | | | | | | | | |
| | left only | | | | | | | | |
| | both | | | | | | | X | |

III. ESSENTIAL FUNCTIONS (ADA)

WORKING CONDITIONS:

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

- A** = Rarely (once or twice, or never performed) **E** = Daily (from 0-1 hour per day)
B = Seldom (on a quarterly to yearly basis) **F** = Daily (from 1-4 hours per day)
C = Occasionally (on a monthly/bi-monthly basis) **G** = Daily (from 4-8 hours per day)
D = Frequently (on a weekly basis)

| ACTIVITY | | FREQUENCY | | | | | | |
|----------|--|-----------|---|---|---|---|---|---|
| | | A | B | C | D | E | F | G |
| 1. | Works outside in various types of weather. | | | X | | | | |
| 2. | Works inside. | | | | | | | X |
| 3. | Works in extreme cold, below 32 degrees F, for more than one hour. | X | | | | | | |
| 4. | Works in extreme heat, above 100 degrees F, for more than one hour. | X | | | | | | |
| 5. | Worker is subject to vibration (oscillating movements of the extremities or whole body). | | | | | | X | |
| 6. | Works in excessive humidity. | X | | | | | | |
| 7. | Works in a dry atmosphere. | X | | | | | | |
| 8. | Works in environment with constant noise (to cause worker to shout to be heard). | X | | | | | | |
| 9. | Exposed to dust. | | | X | | | | |
| 10. | Exposed to silica. | X | | | | | | |

| | | | | | | | | |
|-----|---|---|---|--|--|--|--|--|
| 11. | Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.) | X | | | | | | |
| 12. | Exposed to grease and oils (air and skin exposure). | X | | | | | | |
| 13. | Exposed to electrical energy. | X | | | | | | |
| 14. | Exposed to pesticides. | X | | | | | | |
| 15. | Exposed to solvents or other chemicals. (Specify types of chemicals - air and/or skin exposure) | X | | | | | | |
| 16. | Works on slippery or uneven surfaces. | X | | | | | | |
| 17. | Works around machinery with moving parts or stationary equipment. | X | | | | | | |
| 18. | Works around moving objects or vehicles. | | X | | | | | |
| 19. | Works on ladders or scaffolding. | X | | | | | | |
| 20. | Works below ground. | X | | | | | | |
| 21. | Works with hands in water. | X | | | | | | |
| 22. | Works in confined spaces. | X | | | | | | |
| 23. | Other - specify | | | | | | | |

IV. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL EXERTION:

| ACTIVITY | | WEIGHTS/HOURS PER DAY | | | | | | # hrs. per day |
|----------|----------------|-----------------------|------------|--------------|------------|-------------|---------------|----------------|
| | | Up to 10 lbs. | 11-25 lbs. | 26-50 lbs. | 51-75 lbs. | 76-100 lbs. | Over 100 lbs. | |
| 1. | LIFTING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 2. | CARRYING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 3. | PUSHING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 4. | PULLING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 5. | REACHING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 6. | OTHER(Specify) | | | | | | | |

Reviewed by:

Judi Behlke

Assistant Personnel Director

5-28-2024

Date

Received and filed by:

Deborah Foster

County Clerk

5-28-2024

Date

**SIERRA COUNTY
Job Classification**

Class Title: Probation Officer III

Class Code: DSA

Status: Non-Exempt

DEFINITION

Probation Officer III is the journeyman working level class in the Probation Officer class series. Incumbents carry a diverse caseload with a great deal of independence and works unsupervised with little or no instructions from superiors.

DISTINGUISHING CHARACTERISTICS

The incumbent works with considerable independence and the duties of this position include routine, frequent counseling and monitoring of probationers (to include all populations such as juvenile, pretrial, misdemeanant and felony probationers, PRCS and MS), writing of reports and other duties as generally directed by the Chief Probation Officer. The officer is to be armed at the direction of the Chief Probation Officer.

REPORTS TO:

Typically reports to the Chief Probation Officer or Senior Deputy Probation Officer.

CLASSIFICATIONS SUPERVISED:

Advisor to Deputy Probation Officers I and II.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Under little or no supervision performs some or all the following:

- Maintains a caseload involving the more difficult and complex probation problems.
- Conducts investigations.
- Interviews defendants, minors, parents, relatives, friends, school authorities, law enforcement officials, collateral agency representatives, victims, and witnesses.
- Prepares and presents petitions, court reports and social case histories and recommendations for the Court.
- Conducts searches of probationers, their homes, and their vehicles.
- Collects samples for drug and/or alcohol tests.
- Counsel's juveniles.
- Makes periodic reports to the Court on the progress, development and needs of probationers.
- Recommends dismissal of cases when satisfactory restitution has been achieved.
- Performs delinquency prevention duties including crisis intervention, counseling, and working with local community groups.
- Transports adults and minors to placement, services, custody and/ or to Court.

MINIMUM QUALIFICATIONS

The successful candidate would possess a combination of the following related education and experience in the law enforcement field as follows:

- College education in related field.
- Graduate degree in a related field.
- Substantial progressively responsible related experience including juvenile hall, jail, and probation employment.
- Professional certification (P.O. core course).

In addition, the successful candidate should possess the following knowledge and special skills:

Knowledge of:

- Basic principles of applied psychology.
- Interviewing techniques.
- Federal, state, and local laws.
- Court procedures affecting probation work.

Ability to:

- Communicate effectively both in writing and verbally.
- Perform duties under pressure and with many interruptions.
- Organize workload and set priorities.
- Meet the public with tact and courtesy.
- Establish & maintain cooperative working relationships.

Special Skills:

- Good communication skills.
- Good writing skills.
- Higher education, training, or specialized courses.
- Public relations or supervision experience.
- Achievements or awards related to work.

This class specification lists the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related to those set out above and to the types of activities and functions of the employing department and may be required to have additional job-related knowledge and skills.

Education:

Must have completed the educational training outlined in California Codes for Probation Officers Specifically:

- 832 P.C.
- S.T.C. Probation Officer Core Course

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Other Requirements:

- Possession of a valid driver’s license at the time of application and maintained throughout employment is a requirement for hiring.
- Passing a thorough background check and a psychological evaluation is a requirement for hiring.

TYPICAL WORKING CONDITIONS:

Work is performed in both an office environment as well as outside of the office environment. Frequent driving is required for school, employment and home visits.

TYPICAL PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to remain in a stationary position 50% of time, move, traverse, and position self to move and reach while performing office duties. Move and/or position objects weighing up to 25 pounds. Constantly operate a computer and other office productivity machinery such as a calculator, copy machine and computer printer. Must be able to effectively communicate and converse with others, read, and write, and operate office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information, enter/retrieve data, and recognize characters on a computer screen. Tasks may involve extended periods of time at a keyboard or workstation.

Sierra County is an Equal Opportunity Employer

Sierra County employees and volunteers are deemed Disaster Service Workers pursuant to California Government Code Section 3101.

I. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL REQUIREMENTS:

Frequency: *This factor includes the frequency to which the task appears while performing the overall job.*

A = Rarely (once or twice, or never performed) **E** = Daily (from 0-1 hour per day)
B = Seldom (on a quarterly to yearly basis) **F** = Daily (from 1-4 hours per day)
C = Occasionally (on a monthly/bi-monthly basis) **G** = Daily (from 4-8 hours per day) **D** =
 Frequently (on a weekly basis)

| ACTIVITY | | | FREQUENCY | | | | | | | |
|----------|------------------|--|-----------|---|---|---|---|---|---|--|
| | | | A | B | C | D | E | F | G | |
| 1. | CLIMBING | Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms. | | | X | | | | | |
| 2. | STOOPING | Bending body downward and forward by bending spine at waist. | | | X | | | | | |
| 3. | KNEELING | Bending legs at knee to come to rest on a knee or knees. | | | X | | | | | |
| 4. | CROUCHING | Bending the body downward and forward by bending legs and spine. | | | X | | | | | |
| 5. | CRAWLING | Moving about on hands and knees or hands and feet. | | | X | | | | | |
| 6. | REACHING | Extending hand(s) and arm(s) in any direction. | | | X | | | | | |
| 7. | STANDING | Standing for long periods of time. | | X | | | | | | |
| 8. | WALKING | Moving about on foot. | | | | X | | | | |
| 9. | SITTING | Sits for extended periods of time. | | | | | | | X | |
| 10. | PUSHING | Using upper extremities to press against something with steady force to thrust forward, downward, or outward. | X | | | | | | | |
| 11. | PULLING | Using upper extremities to exert force to draw, drag, haul or tug objects in a sustained motion. | X | | | | | | | |
| 12. | FINGER DEXTERITY | Picking, pinching, typing or otherwise primarily working with fingers rather than the whole hand or arm. | | | | | X | | | |
| 13. | GRASPING | Applying pressure to an object with the fingers and palm. | | | | | X | | | |
| 14. | FEELING | Perceiving attributes of objects, such as size, shape, temperature, and texture by touching with skin. | | | X | | | | | |
| 15. | TALKING | Expressing or exchanging ideas by means of the spoken word. | | | | | | | X | |

| | | | | | | | | | | |
|----|-----------|--|--|--|--|--|--|---|---|--|
| 16 | HEARING | Receive detailed information through oral communication. | | | | | | | X | |
| 17 | BALANCING | Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or erratically moving surfaces. (Exceeds that needed for ordinary locomotion and maintenance of body equilibrium) | | | | | | X | | |

II. ESSENTIAL FUNCTIONS (ADA)

VISUAL REQUIREMENTS:

Frequency: *This factor includes the frequency to which the task appears while performing the overall job.*

A = Rarely (once or twice, or never performed)
B = Seldom (on a quarterly to yearly basis)

E = Daily (from 0-1 hour per day)

C = Occasionally (on a monthly/bi-monthly basis)

F = Daily (from 1-4 hours per day)

D = Frequently (on a weekly basis)

G = Daily (from 4-8 hours per day)

| ACTIVITY | | FREQUENCY | | | | | | |
|----------|---|-----------|---|---|---|---|---|---|
| | | A | B | C | D | E | F | G |
| 1. | Work performed requires the ability to see distances under 12 inches. | | | | | | X | |
| 2. | Work performed requires the ability to see at arm's length. | | | | | | | X |
| 3. | Work performed requires the ability to see distances over 20 feet. | | | | | | X | |
| 4. | Work performed requires the use of both eyes (field of vision.) | | | | | | X | |
| 5. | Work performed requires the ability to distinguish basic colors. | | | | | | X | |
| 6. | Work performed requires the ability to distinguish shades of color. | | | | | X | | |
| 7. | Work performed requires depth perception. | | | | | | X | |

OTHER FUNCTIONAL REQUIREMENTS:

| ACTIVITY | | FREQUENCY | | | | | | |
|----------|---|-----------|---|---|---|---|---|---|
| | | A | B | C | D | E | F | G |
| 1. | Operates truck, tractor, motor vehicle, forklift, or other moving equipment | | | | | | X | |
| 2. | Repetitive use of foot control. right only | | | | | | | |

| | | | | | | | | | |
|----|--|--|--|--|--|--|--|---|--|
| | left only | | | | | | | | |
| | both | | | | | | | X | |
| 3. | Repetitive use of hands. right only | | | | | | | | |
| | left only | | | | | | | | |
| | both | | | | | | | X | |

III. ESSENTIAL FUNCTIONS (ADA)

WORKING CONDITIONS:

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A = Rarely (once or twice, or never performed)

E = Daily (from 0-1 hour per day)

B = Seldom (on a quarterly to yearly basis)

F = Daily (from 1-4 hours per day)

C = Occasionally (on a monthly/bi-monthly basis)

G = Daily (from 4-8 hours per day)

D = Frequently (on a weekly basis)

| ACTIVITY | | FREQUENCY | | | | | | |
|----------|--|-----------|---|---|---|---|---|---|
| | | A | B | C | D | E | F | G |
| 1. | Works outside in various types of weather. | | | X | | | | |
| 2. | Works inside. | | | | | | | X |
| 3. | Works in extreme cold, below 32 degrees F, for more than one hour. | X | | | | | | |
| 4. | Works in extreme heat, above 100 degrees F, for more than one hour. | X | | | | | | |
| 5. | Worker is subject to vibration (oscillating movements of the extremities or whole body). | | | | | | X | |
| 6. | Works in excessive humidity. | X | | | | | | |
| 7. | Works in a dry atmosphere. | X | | | | | | |
| 8. | Works in environment with constant noise (to cause worker to shout to be heard). | X | | | | | | |
| 9. | Exposed to dust. | | | X | | | | |
| 10. | Exposed to silica. | X | | | | | | |

| | | | | | | | | |
|-----|---|---|---|--|--|--|--|--|
| 11. | Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.) | X | | | | | | |
| 12. | Exposed to grease and oils (air and skin exposure). | X | | | | | | |
| 13. | Exposed to electrical energy. | X | | | | | | |
| 14. | Exposed to pesticides. | X | | | | | | |
| 15. | Exposed to solvents or other chemicals. (Specify types of chemicals - air and/or skin exposure) | X | | | | | | |
| 16. | Works on slippery or uneven surfaces. | X | | | | | | |
| 17. | Works around machinery with moving parts or stationary equipment. | X | | | | | | |
| 18. | Works around moving objects or vehicles. | | X | | | | | |
| 19. | Works on ladders or scaffolding. | X | | | | | | |
| 20. | Works below ground. | X | | | | | | |
| 21. | Works with hands in water. | X | | | | | | |
| 22. | Works in confined spaces. | X | | | | | | |
| 23. | Other - specify | | | | | | | |

IV. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL EXERTION:

| ACTIVITY | | WEIGHTS/HOURS PER DAY | | | | | | # hrs. per day |
|----------|----------------|-----------------------|------------|--------------|------------|-------------|---------------|----------------|
| | | Up to 10 lbs. | 11-25 lbs. | 26-50 lbs. | 51-75 lbs. | 76-100 lbs. | Over 100 lbs. | |
| 1. | LIFTING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 2. | CARRYING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 3. | PUSHING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 4. | PULLING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 5. | REACHING | Daily | Daily | Occasionally | Rarely | Rarely | Rarely | |
| 6. | OTHER(Specify) | | | | | | | |

Reviewed by:

Judi Behlke 5-28-2024
Assistant Personnel Director Date

Received and filed by:

Deborah Foster 5-28-2024
County Clerk Date