



# Probation Program Coordinator

Class Code:  
4947

Bargaining Unit: Miscellaneous

COUNTY OF SISKIYOU  
Established Date: Oct 30, 2022  
Revision Date: Nov 2, 2022

## SALARY RANGE

\$26.97 - \$33.61 Hourly  
\$2,157.60 - \$2,688.80 Biweekly  
\$4,674.80 - \$5,825.73 Monthly  
\$56,097.60 - \$69,908.80 Annually

## DESCRIPTION:

*The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer.  
We welcome applicants of any race, religion, or ancestry.*

For exact salary information please refer to the current salary schedule. [County website](#)

### General Statement of Duties:

Under general direction from the Chief Probation Officer, or their designee, directs, coordinates, plans, organizes and oversees various programs within the Siskiyou County Probation Department, including but not limited to the Community Corrections Partnership (CCP), the Juvenile Justice Coordinating Council (JJCC), Department of Juvenile Justice Committee (JJC) and the Pre-trial Services Program; provide liaison services for other Justice System Agencies, Behavioral Health, relevant state agencies with various funding sources; monitor compliance with program requirements; provide administrative functions as directed; and assist with the development of programs designed to address issues involving justice involved youth and adults.

### Distinguishing Characteristics:

This is a specialized classification within the Siskiyou County Probation Department and supports the various justice related committees. This position is a permanent full-time position and is distinguished from a Probation Services Specialist in that the Probation Program Coordinator is responsible for a variety of highly complex duties.

### Reports to:

Chief Probation Officer, Assistant Chief Probation Officer, or Deputy Chief Probation Officer

### **Classifications Supervised:**

May provide lead direction and training for the Probation Services Specialists.

## **EXAMPLES OF DUTIES:**

### **Essential Functions:**

Oversees and coordinates specific programs at the direction of the Chief Probation Officer, or his/her designee; provides lead direction, and, in some cases, training to the Probation Services Specialists with regards to procedure, protocol, and policy. Depending upon the area of assignment, duties may include, but are not limited to the following:

- Develop a work plan with timelines approved by the Chief Probation Officer, the JJCC, the JCC, the CCP Executive Committee or the Siskiyou County Superior Court.
- Advanced effective coordination and collaboration between agencies and organizations.
- Support selection and implementation of sound data collection systems.
- Support implementation of program evaluation systems; Identify areas requiring improvement and making recommendations for modifications and improvements.
- Assist in budget development, monitoring, reporting and interpretation of budget related issues as directed by the Chief Probation Officer, the JJCC, JJC, the CCP Executive Committee or the Siskiyou County Superior Court.
- Analyze existing and proposed administrative policies and procedures as well as organizational problems related to delivery of re-entry and realignment services.
- Monitor contractors for compliance with established performance outcome measures in providing re-entry and realignment services, which may include site visits, regular reporting, compliance testing, surveys, and focus groups.
- Identify and coordinate cross-agency training needs.
- Identify funding opportunities, developing funding applications as approved by the Chief Probation Officer, the JJCC, the JJC, the CCP Executive Committee, and as required, by the Siskiyou County Board of Supervisors.
- Develop and provide presentations to the Siskiyou County Board of Supervisors and other agencies and organizations, as directed by the Chief Probation Officer, the JJCC, JJC, the CCP Executive Committee or the Siskiyou County Superior Court.
- Represent the program and its partner agencies and organizations in a positive and professional manner.
- Promote effective media relations and information dissemination as directed by the Chief Probation Officer, the JJCC, JJC, the CCP Executive Committee or the Siskiyou County Superior Court.
- Provide programmatic reporting.
- Work with the Chief Probation Officer to coordinate CCP, JJCC and JJC meetings, including scheduling, drafting, and posting agendas.
- Establish systems for program review and other quality control programs to ensure uniform application of laws, regulations, and departmental policies and monitors and evaluates program performance as needed.
- Make recommendations to enhance program productivity.
- Represent the department at meetings and with the public.
- Develop and maintains effective working relationships with community, Department Heads, and government agencies
- Prepare required reports as needed.
- Compile and analyze complex information,
- Conduct meetings, when necessary.

### **Desired Skills:**

- Gather, plan, and organize data and information.
- Interview and secure information from people.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergency situations.
- Prepare clear, comprehensive reports.
- Track, record and create systems in which inmate time can be accurately tracked.
- Interpret, explain, and apply a variety of federal, state and county policy directives, policies, rules, procedures, and regulations.
- Operate a keyboard and/or typewriter with sufficient skill to report preparation assignments.
- Work with computerized law enforcement information systems.
- Effectively, tactfully, and courteously represent the Probation Department and the CCP with the public and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

**Knowledge of:**

- Excellent written and oral presentation skills as well as superior skills using software such as Word, Excel, and PowerPoint.
- Highly developed interpersonal skills, ability to work effectively across agencies and disciplines.
- Knowledge of evidence-based practices, project management, data collection and program evaluation.
- Experience with service systems, program development and program management.
- Successful fund development.
- Meeting facilitation skills.

**TYPICAL QUALIFICATIONS:**

**Training and Experience:**

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying. A typical way, but not required, to obtain the required knowledge and skills would be:

- Bachelor's degree or some college coursework is highly desirable; experience in financial and program management is also desired.

**OR**

- Three years of recognizable performance in a role comparable to a program coordinator position.

**SUPPLEMENTAL INFORMATION:**

**TYPICAL PHYSICAL REQUIREMENTS"**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed in office, clinic, or community environments; work is performed with people who may exhibit unstable and potentially violent behavior; continuous contact with other staff and the public.

**SPECIAL REQUIREMENTS:**

Possession of a valid and appropriate driver's license issued by the Department of Motor Vehicles.