



Canyon County

MISDEMEANOR PROBATION

222 North 12th • Caldwell, Idaho 83605
Phone: (208) 454-7260 • Fax: (208) 454-7258

DATE: July 2, 2024

TO: Board of County Commissioners

FROM: Jeff Breach

RE: Misdemeanor Probation Job Title Changes

I am requesting approval to change job titles for the following PCNs in the Misdemeanor Probation Department.

PCN	Current Title	New Title	Salary Impact	Benefit Impact
589	Director, Misdemeanor Probation	Misdemeanor Probation Supervisor II	No Impact	\$2,353.41
791	Assistant Director, Misdemeanor Probation	Misdemeanor Probation Supervisor I	No Impact	\$1,828.76
Total Benefit Impact				\$4,182.17

Starting July 1, 2024, Misdemeanor Probation Supervisors are now eligible for Rule of 80 PERSI retirement benefits. To align two Misdemeanor Probation Supervisors, each with distinct titles, with the Rule of 80 criteria, their titles have been changed. As per legal provisions, these Supervisors will now be categorized as Public Safety members, Rule of 80.

Although there is no salary impact on the budget, there will be a small financial impact when these PCNs move to Rule of 80. The employer contribution rate will increase by 2.69%. Employee contribution rates will also increase according to PERSI plan documents.

Please let me know if you have any questions.



Misdemeanor Probation Supervisor I

Department: Misdemeanor Probation
FLSA Designation: Exempt

Salary Grade: 15
Effective Date: 07/02/2024

General Statement of Duties

Supervises the daily functions of Probation Officers. Provides guidance, training, and direct supervision to employees. Assists the Misdemeanor Probation Supervisor II in managing the Department. Assists Probation Officers with case supervision when necessary.

Classification Summary

The principal function of an employee in this class is to help the Supervisor II manage the department by supervising a team of Probation Officers. Work includes conducting one-on-one meetings with Probation Officers, conducting employee evaluations, providing training to new staff, providing guidance to Probation Officers with regards to case supervision, conducting file audits, liaisons with Judges, treatment providers, and law enforcement. This position also fills in for the Supervisor II when he/she is absent. The work is performed under the supervision of the Supervisor II, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment that includes exposure to potential personal danger.

Essential Duties and Responsibilities

- Supervises a team of probation officers;
- Conducts one-on-one meetings with probation officers, as well as monthly staff meetings;
- Provides guidance and training for probation officers;
- Conducts audits of offender files;
- Assists probation officers with offender supervision when necessary;
- Conducts evaluations of staff;
- Attends court and evidentiary hearings and presents recommendations and/or testimony on violations and sentencing when necessary to assist probation officers;
- Documents and maintains records for employees under their supervision;
- Prepares monthly or other periodic statistical reports;
- Assists the supervisor II in the supervision of staff;
- Assists with the recruiting, training, supervision, evaluation, and direction of the work of subordinate employees; assigns and sets project priorities; monitors workload; monitors work for timely completion and compliance with legal standards and guidelines.
- Fills in for the supervisor II in his/her absence;
- Liaisons with the court, commissioners, law enforcement, prosecutor, public defender, and the general public as needed;
- Performs all work duties and activities in accordance with county, department, and court policies, procedures, and safety practices;
- Coordinates activities with law enforcement, as directed;
- Performs other related duties as required.

Knowledge, Skills, and Abilities

Knowledge of:

- Human and criminal behavior;
- Interviewing, counseling, and investigative techniques applicable to case monitoring;
- Idaho and county statutes, laws, codes, and regulations governing misdemeanor arrest, detention, and criminal court practices, terminology, and procedures;
- Departmental programs, policies, procedures, and operations as applied to the work performed;
- Various evaluation and treatment programs, social and service agencies, and other community resources available to defendants;
- File and information management methods and procedures;
- Operation of standard office equipment, including a personal computer;
- Employee hiring, supervisory, training, and evaluation methods, techniques, and objectives.

Ability to:

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Gather and analyze facts and evidence and draw logical and objective conclusions;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with assigned defendants, service providers, supervisors, other County employees, defense and prosecuting attorneys, the public, and other County and state agencies;
- Respond to citizen requests in a courteous and effective manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Make sound and reasonable decisions in accordance with laws, codes, regulations, and established procedures;
- Operate standard office equipment, including a personal computer and applications appropriate to assigned duties;
- Operate a motor vehicle;
- Operate specialized equipment such as electronic monitoring, alcohol detection, and personal defense devices;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain defendant and department confidentiality;
- Supervise, train, and evaluate employees;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Bachelor's degree in criminal justice, behavioral or social sciences, or related field is required; and
- Five (5) years experience in probation monitoring, social service, or court-related behavioral services, including supervisory experience, is required;
- Equivalent combination of experience and training may be considered.

Special Qualifications

- Idaho NCIC access certification;
- Idaho driver's license;
- U.S. citizenship required prior to POST certification, within first year of employment;
- Notary Public certification;
- Must successfully complete a background investigation through the National Crime Information Center (NCIC).

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare a variety of written and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, a personal computer, and a motor vehicle;
- Sufficient personal mobility, agility, and physical strength and reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment.

Disclaimer:

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability, or genetics.

Misdemeanor Probation Disqualifiers

Listed below are a number of behaviors which may disqualify an applicant from consideration for employment.

Involvement with Illegal Drugs

Automatic disqualification for use of marijuana/THC, regardless of its form, within the last one (1) year. This includes the use of cannabis, hashish, hash oil, and THC in both synthetic and natural forms.

Automatic disqualification for use of any other illegal drug in the past three (3) years.

Unlawful prescription drug use in the past three (3) years.

Any illegal intravenous drug use.

Manufacturing, selling, offering to sell, distribution or transporting for sale any illegal drugs within the past three (3) years.

All drug use and involvement will be considered on a case-by-case basis.

Driving Record

Automatic disqualification for misdemeanor DUI conviction in the past two (2) years or two (2) or more in the past five (5) years.

Driving history showing a continuing pattern of poor decision-making will be considered on a case-by-case basis.

Criminal Record

Automatic disqualification for a conviction of any felony crime unless under eighteen (18) and ten (10) or more years prior to application submittal.

Automatic disqualification for conviction of misdemeanor sex crime or crime of deceit within five (5) years of application submittal.

Any misdemeanor conviction for crimes involving domestic battery or violence, child abuse, stalking, or voyeurism.

All misdemeanor convictions will be considered on a case-by-case basis.



Misdemeanor Probation Supervisor II

Department: Misdemeanor Probation

FLSA Designation: Exempt

Salary Grade: 16

Effective Date: 07.02.2024

General Statement of Duties

Oversees Misdemeanor Probation services and the community service program in Canyon County; performs related work as required.

Classification Summary

The principal function of an employee in this class is to oversee Misdemeanor Probation Services, including employee supervision. Probation services are managed to meet all applicable laws and court policies and procedures. The work is performed under the supervision of the BOCC (Board of County Commissioners), but considerable latitude is granted for the exercise of independent judgment and initiative. Supervision is exercised over the Misdemeanor Probation Officers, customer service, and administrative employee classes. The principal duties of this class are performed in a general office environment that includes exposure to potential personal danger.

This position is also responsible for overseeing the community service program for Canyon County, including employee supervision. The community service program is managed to meet all applicable laws and court policies and procedures. A great deal of independent judgment and initiative is required in order to assure that the court's needs as well as the needs of non-profit organizations are met.

Essential Duties and Responsibilities:

- Oversees and supervises misdemeanor probation services and employees to ensure quality probation supervision;
- Oversees and supervised the community service program and employees to ensure that quality community service is being completed for the court;
- Oversees and ensures the program meets federal, state, and county statutes, laws, and ordinances and court orders, policies, and procedures;
- Develops and administers department budget;
- Conducts hiring, training, performance appraisals, and discipline of staff;
- Communicates with the public regarding concerns, issues and resolve complaints;
- Assigns and monitors misdemeanor probation caseloads;
- Ensures participant compliance with program and court-ordered terms and conditions;
- Coordinates probation services with affected law enforcement, social and community service, and other affected state, community, and area agencies;
- Supervises the opening and maintenance of case files, including documenting compliance with program and Court orders, standards, and requirements;
- Prepares, reviews, and approves statements and affidavits of violations, prepares arrest warrants, makes sentencing recommendations, and presents testimony in court;
- Reviews and deposits cost of supervision funds;
- Documents and maintains records of all contacts with defendants;
- Prepares monthly or other periodic statistical reports for BOCC, judges, and Supreme Court;
- Manages a caseload of offenders on supervised probation as necessary;
- Conducts home visits and searches;

- Performs all work duties and activities in accordance with county, department and court policies, procedures, and safety practices.
- Performs other related duties as required.

Knowledge, Skills, and Abilities

Knowledge of:

- Interviewing, counseling, and investigative methods, techniques, and objectives;
- Idaho and county statutes and laws governing arrest, detention, and probation;
- Criminal court practices, terminology, and procedures;
- Departmental programs, policies, procedures, and operations as applied to the work performed;
- Evaluation and treatment programs, social and service agencies, and other community resources available;
- File and information management methods and procedures;
- Operation of standard office equipment, including a personal computer and program-related software;
- Basic mathematical functions;
- Employee hiring, supervisory, training, and evaluation methods, techniques, and objectives;
- Basic bookkeeping and cash handling procedures and methods.

Ability to:

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Oversee misdemeanor probation services;
- Supervise, train, discipline, and evaluate employees;
- Gather and analyze facts and evidence and draw logical and objective conclusions;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with defendants, service providers, supervisors, other county employees, defense and prosecuting attorneys, the public, and other county and state agencies;
- Respond to citizen requests in a courteous and effective manner;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Make sound and reasonable decisions in accordance with laws, codes, regulations, and established procedures;
- Operate standard office equipment, including a personal computer and program applications appropriate to assigned duties;
- Operate a motor vehicle;
- Operate specialized equipment such as electronic monitoring, alcohol detection, and personal defense devices;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain defendant and department confidentiality;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Bachelor's degree in criminal justice, behavioral or social sciences, or related field is required; and
- Ten (10) years of experience in probation monitoring, social service, or court-related behavioral services, including three (3) years supervisory experience, is required;

- Equivalent combination of experience and training may be considered.

Special Qualifications

- Idaho NCIC access certification;
- Idaho driver's license;
- Idaho POST certification is required;
- U.S. citizenship required prior to POST certification, within first year of employment;
- Notary Public certification;
- Must successfully complete a background investigation through the National Crime Information Center (NCIC).

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare a variety of written and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, a personal computer, and a motor vehicle;
- Sufficient personal mobility, agility, and physical strength and reflexes, with or without reasonable accommodation, which permits the employee work in an office environment.

Disclaimer:

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.

Misdemeanor Probation Disqualifiers

Listed below are a number of behaviors which may disqualify an applicant from consideration for employment.

Involvement with Illegal Drugs

Automatic disqualification for use of marijuana/THC, regardless of its form, within the last one (1) year. This includes the use of cannabis, hashish, hash oil, and THC in both synthetic and natural forms.

Automatic disqualification for use of any other illegal drug in the past three (3) years.

Unlawful prescription drug use in the past three (3) years.

Any illegal intravenous drug use.

Manufacturing, selling, offering to sell, distribution or transporting for sale any illegal drugs within the past three (3) years.

All drug use and involvement will be considered on a case-by-case basis.

Driving Record

Automatic disqualification for misdemeanor DUI conviction in the past two (2) years or two (2) or more in the past five (5) years.

Driving history showing a continuing pattern of poor decision-making will be considered on a case-by-case basis.

Criminal Record

Automatic disqualification for a conviction of any felony crime unless under eighteen (18) and ten (10) or more years prior to application submittal.

Automatic disqualification for conviction of misdemeanor sex crime or crime of deceit within five (5) years of application submittal.

Any misdemeanor conviction for crimes involving domestic battery or violence, child abuse, stalking, or voyeurism.

All misdemeanor convictions will be considered on a case-by-case basis.