



## **PROBATION OPERATIONS ANALYST**

**DISTINGUISHING CHARACTERISTICS:** This is a senior, executive-level administrative support position within the County Probation Department. The Probation Operations Analyst is responsible for completing a variety of tasks involving matters that are highly sensitive and confidential in nature which require a strong degree of discretion, good judgment, and tact.

The Probation Operation Analyst will review, research, and evaluate data, work independently and under supervision to complete assigned projects; provide outstanding customer service while interacting with a diverse group of public stakeholders including internal contacts at all levels of the organization and many external agencies and other groups; assume management responsibility for assigned departmental administrative functions including budget development, financial administration and reporting, grants, purchasing, contract administration, human resources, risk management, supervising personnel and training/staff development, management analysis, and/or legislative analysis and regulatory compliance; provide leadership and technical guidance to management in areas of responsibility; works with management to develop and implement department policy and procedures; participate in leadership meetings, oversee action items to ensure completion, manage, organize, and provide administrative support to the Chief Probation Officer (CPO); and coordinate travel arrangements for CPO; as well as other related duties.

This position is expected to function with a high level of autonomy and is expected to take a great degree of initiative.

### **TYPICAL DUTIES**

*Typical duties may include any of the following tasks, knowledge, abilities, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Plans, manages, and oversees the daily functions, operations, and activities related to budget development, financial administration, and reporting, grants, purchasing, contract administration, human resources, risk management, and training/staff development, management analysis, and/or legislative analysis and regulatory compliance functions in assigned department.
- Acts as budgetary and fiscal liaison with the department management, the County Administrator's Office, fiscal officers of other departments, grant funders, and external agencies; recommends the formulation of fiscal policy in consultation with program administrators and other management staff; manages and coordinates the development of the department annual budget; monitors budget and monthly expenditures; ensures proper allocation of funds; prepares related reports; coordinates fiscal audits.
- Actively participates as a member of the department's management team including recommending, designing, and leading the implementation of changes to departmental administrative services, in compliance with County-wide established processes, policies and procedures, and regulatory and legislative requirements.

- Selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns; works with department management and staff to build and maintain a high performing team environment.
- Directs, oversees, and coordinates the preparation of requests for grant funding, monitoring grant expenditures, and preparing periodic reports relating to the expenditure of grant funds; identifies and recommends alternative funding sources.
- Evaluates assigned department's training needs; designs and delivers comprehensive staff development and training in areas of expertise; evaluates training effectiveness; coordinates departmental participation in training programs; and maintains departmental training records.
- Prepares departmental submissions for the Board of Supervisors, including agenda items, budget transfers, supplemental information and background.
- Oversees accounting, fiscal, payroll, and personnel processing activities for the department; analyzes and manages position control; oversees management of related records.
- Researches, analyzes, and monitors current and proposed federal, state, and local legislation and regulations affecting assigned areas of responsibility.
- Leads various department-wide projects and initiatives, including website development and maintenance, program and software improvements, public records requests, and facilities improvements.
- Performs general and confidential administrative duties as needed, including but not limited to composing and preparing correspondence and reports, maintaining lists and logs, maintaining computer databases and files, conducting studies, researching and compiling information and data, and creating and maintaining files.
- Attends meetings, conferences, workshops, and training sessions and reviews publications to remain current on principles, practices, and new developments in the field of fiscal services.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas of responsibility; recommends, within departmental policy, appropriate service and staffing levels.
- Maintains awareness of and participation in external professional environment and resources to ensure the highest level of professional standards is applied to service delivery within the County.
- Builds and maintains positive working relationships with co-workers, County management and staff, special interest groups, and the general public utilizing principles of effective customer service.
- Ensures a healthy and safe work environment; and ensures compliance with applicable regulations, policies, and procedures.
- Performs other duties of a similar nature and level as assigned.

**EMPLOYMENT STANDARDS:**

**Minimum Qualifications:**

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, management, or closely related field with knowledge and

understanding of governmental grant administration and monitoring; plus two years of County Government work experience; OR

Six years of office or program administrative experience performing a broad range of professional, analytical and/or administrative duties in the areas of general administration, personnel, fiscal, staff development, or program analysis work.

**Knowledge of:** The organization, services, programs, and functions of county government; services and programs of other governmental agencies; federal and state legislative and regulatory processes; principles and best practices related to data analysis, data visualization, graphic design, visual communication and presentation; technical savvy including web software and design, principles and practices of grant writing and grant management, budgeting, project management, and appropriate professional demeanor when interacting with high-level officials.

**Ability to:** Analyze situations and data and make sound decisions; present ideas and information effectively maintain confidentiality of sensitive information; work independently with minimum supervision; consult with and advise high-level officials on a wide variety of matters; multitask effectively despite interruptions; organize documents and data; keep accurate records; learn the County's budget and agenda review processes; meet strict deadlines; adjust to changing priorities; represent the County with tact, professionalism, and diplomacy; understand, interpret, and apply laws, rules, and regulations as they relate to various areas of responsibility; interact and communicate tactfully and professionally with a wide range of people, including high-level government officials, community leaders, union representatives, county employees, and members of the general public.

**Typical Physical Requirements:** Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required. Repeated hand-wrist movement required. Ability to lift and move objects weighing up to 25 lbs. Corrected vision to normal range; normal hearing and talking is required for verbal communications. Ability to use variety of office equipment and machines; occasionally run errands and drive a motor vehicle.

**Typical Working Conditions:** Most assigned work is normally performed in an office environment. Continuous contact with departmental and County staff, management, general public, individuals, other government agencies, industry groups, and other outside organizations. Some travel may be required.

**SPECIAL REQUIREMENTS:** You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation and physical examination. Your position may be required to serve as a Disaster Service Worker during a County emergency.