

Chief Probation Officer

1. Confers with staff on special case situations. (6)
2. Develops, implements and evaluates program objectives and operations assuring that programs meet current County needs. (15, 17)
3. Reviews funding needs, develops the annual budget and controls program activities within budgetary limits. (15, 17)
4. Coordinates policy and program requirements with the Superior Court, the Municipal Court, the County Administrative Officer, the Board of Supervisors and the Juvenile Justice Commission. (15, 17)
5. Develops new programs, obtains grant funding and directs implementation. (15, 17)
6. Coordinates with state and local welfare and criminal justice agencies. (15, 17)
7. Represents the department at state and local meetings and conferences. (20, if Medi-Cal related)
8. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
9. Attends training related to the performance of MAA (20)

Participant Signature (Please sign in blue ink)

Date

Participant Name (Please print)