



Lassen County Probation Department

Adult & Juvenile
Probation

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MEMORANDUM

To: Board of Supervisors

From: Jennifer Branning, Chief Probation Officer *QB*

Date: January 13, 2026

Subject: Probation Business Manager – New County Job Description

Recommendation: Board of Supervisors approve the job description for Probation Business Manager.

Currently there is a need for a Probation Business Manager to work with the Lassen County Probation Department in both the adult and juvenile division. This position would be responsible for coordinating all business operations and is a third line manager in the absence of the Chief and Deputy Chief Probation Officer

Financial Impact: Budgeted Expenditure to Probation 145-0561 that was included in the FY 25/26 Probation Budget approved by the Board on 9/23/2025.

Attachments: Probation Business Manager – County Job Description



COUNTY OF LASSEN

JOB DESCRIPTION

| | | | |
|----------------|------------------------------------|-------------|------------|
| CLASS TITLE: | Probation Business Manager | CLASS CODE | |
| DEPARTMENT: | Lassen County Probation Department | UNIT | MM |
| REPORTS TO: | Chief Probation Officer | FLSA STATUS | Non-Exempt |
| BOARD APPROVAL | | RANGE | 26 |

DEFINITION

The Probation Business Manager assists the Chief Probation Officer in the overall management and coordination of the business activities and operations of the Probation Department including preparation of department budgets, programs, data analytics, grants, and special projects. The Probation Business Manager is the third line manager in the absence of the Chief or Deputy Chief Probation Officer and is responsible for representing the department at various meetings, providing direction to staff, representing the Probation Department and interacting with county and community members.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Probation Officer.

Provides direct supervision to other employees in the Probation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other administrative duties may be assigned.

- Plans, organizes, directs, and coordinates accounting, budgetary and statistical work.
- Provides training to staff and evaluates staff performance.
- Works closely with the Chief Probation Officer to develop recommendations on fiscal, communications and department programs.
- Prepares the department budget by assembling and directing the compliance of financial data.
- Review and present financial and statistical analyses on status of funds showing expenditures, balances, and relationship to allotments on a regular basis.
- Studies and evaluates procedures/processes of the department to provide updated methods with modern practices.
- Provides leadership in modifying controls to meet record keeping needs, confidentiality and modern practices.
- Reviews laws, legislation, and policies for guidance in performing business and fiscal operations.
- Attend and participates in management staff meetings concerning interpretation of laws, rules, and regulations concerning the Department's programs related to department functions.
- Confers with county, state, and federal officials.
- Maintain Standards and Training Certificates and files in accordance with BSCC guidelines.
- Research and prepare recommendations to improve the services, organizational design and communications for the department.



COUNTY OF LASSEN

JOB DESCRIPTION

- Interpret and explain county and department policies to staff, county partners and community members.
- Confer with other department heads, public officials, county partners and community members on department programs and operations.
- Reviews and dictates correspondence and reports.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four (4) years of full-time increasingly responsible business administration experience including supervisory experience.

Education:

Equivalent to a bachelor's degree from an accredited college or university with coursework in business or public administration.

Licenses and Certifications:

Possession of, or ability to obtain, a California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Governmental accounting and budgeting.
- Federal, state, and county laws pertaining to the administration of the Probation Department
- Principles of business management, office methods, and procedures.
- Personnel management and supervision.

Ability to:

- Plan, organize, direct, and coordinate the work of the business operation of the Probation Department.
- Analyze accounting practices, business operations and department data and draw sound conclusions.
- Establish and maintain effective working relationships.
- Prepare and maintain control of the departmental budget and state, county and department statistical reporting.
- Prepare clear and concise statements and reports.
- Speak and write effectively.

ADDITIONAL REQUIREMENTS

Travel within and outside of Lassen County may be required for meetings and training.



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COUNTY OF LASSEN

JOB DESCRIPTION

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and work environment 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.