



## VACANCY ANNOUNCEMENT

### UNITED STATES PROBATION

Southern District of California  
[www.casp.uscourts.gov](http://www.casp.uscourts.gov)

Announcement # 19-04

<b>Position</b>	Assistant Deputy Chief Probation Officer
<b>Date Opened</b>	October 30, 2018
<b>Closing Date</b>	Open until filled. Preference will be given to applications received by December 10, 2018, close of business.
<b>Location</b>	San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101
<b>Classification Level &amp; Salary Range</b>	CL 31, Steps 1 – 61 \$107,546 – \$164,200 (commensurate with experience)

### Duties and Responsibilities

The Assistant Deputy Chief Probation Officer serves as an assistant to the Chief Probation Officer and the Deputy Chief Probation Officer in the administration and management of probation and parole services within the Southern District of California. In addition to other duties, the Assistant Deputy Chief Probation Officer will be responsible for the overall administration and management of a division of approximately 8 supervisors and 50 probation officers, who perform either presentence investigation and report preparation or community supervision of offenders. The position is currently in the Investigation Division, but the future location of the position will be dictated by the needs of the organization. The United States Probation Office in the Southern District of California serves 17 district judges and 13 magistrate judges. The district serves San Diego and Imperial Counties and employs approximately 160 probation officers and support staff. Additional representative duties include but are not limited to:

- Assist the Chief Probation Officer in the formulation and implementation of policies within the district.
- Participate in the organization and management of the office to ensure expeditious handling of investigative work for the courts and institutions and the effective supervision of probationers, supervised releasees and parolees.
- Oversee and manage activities within one or more probation offices. Manage, develop, and mentor supervisory officers, including establishing standards, evaluating performance, handling disciplinary actions, and recommending new hires, personnel actions, and terminations. Oversee the daily operation of the department, including establishing priorities and setting deadlines. Conduct staff meetings and communicate operational status and relevant information to supervisors and staff. Develop office policies pertaining to personnel management, planning, efficiency, and quality control. Manage administrative aspects of office operations, such as evaluating and approving leave requests, and procuring office equipment and resources. Determine office needs, including personnel needs, space requirements, fiscal needs, etc.
- Complete periodic status reports within the required time frames. Review and approve financial reports, including agency expenditures. Ensure that statutes, regulations, and guidelines pertaining to federal offenders are applied and adhered to. Ensure that supervisors understand federal and Administrative Office policies and procedures.
- Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, and staff.
- Assist other senior managers and the unit executive with making operating decisions, including allocating resources, developing policies and strategies, identifying training needs and conducting staff training, and initiating new programs. Meet with other senior management and executives to review budget allocations, supervision issues, and policy developments. Travel to district branch offices to assess and evaluate activities among offices.

- Establish and monitor programs which implement change management and quality control techniques. Organize work processes to optimize the use of time and resources, ensuring results meet expectations. Use statistical reports to monitor the management of cases and take appropriate action. Serve as liaison between staff and the court or related agencies, as applicable.
- Monitor the work of vendors and contractors, including negotiating terms of agreement, evaluating work, ensuring contract terms are met, and completing related activities.
- Communicate and respond to requests from upper management regarding divisional operations, keeping them well-informed. Ensure employees receive process, policy, and procedural systems training, including initial, updated, or remedial training. Ensure supervisory coverage through effective delegation of authority.
- Review and edit written work (including case plans, correspondence, and reports that are submitted to the court), ensuring that recommendations made by supervisors or officers to the court adhere to local and national policy and guidelines. Develop short-term and long-range workforce plans. Ensure adequate coverage for office activities, court appearances, etc. Conduct audits and reviews of case work. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- Communicate clearly and effectively, both orally and in writing. Explain complex information, concepts, rules, and regulations to individuals and groups with varying experience and backgrounds, including counsel, law enforcement, collateral agency personnel at different government levels, community service providers, and offenders.
- Assist in establishing and maintaining cooperative relationships with other U.S. Probation Offices to ensure all requests for assistance from other districts are met promptly and effectively.
- Assist in establishing and maintaining cooperative relationships with all components of the criminal justice system, to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promote and maintain conditions which are consistent with the Mission, Vision and Values of the organization.
- Comply with the Code of Conduct for Judicial Employees and court confidentiality requirements.
- Perform related duties as required by the Chief Probation Officer and the court.

### **Qualifications**

To qualify for this position, an applicant must have a minimum of seven years specialized experience as a United States Probation or Pretrial Services Officer, with at least three years of experience as a Supervising U .S. Probation or Pretrial Services Officer at a CL-30. Experience as a United States Probation Officer in both the Investigation and Supervision Divisions; an advanced educational degree; and leadership or management training are preferred qualifications for this position.

### **Additional Preferred Skills and Abilities**

- Excellent verbal and written communication skills
- Problem solving abilities
- Good analytical skills
- Ability to develop and coach others
- Strong technical abilities including knowledge of Evidence Based Practices
- Project management skills
- Ability to maintain good interpersonal relationships
- Decisiveness
- Consensus builder
- Fosters information sharing
- Strong leadership and management skills
- A solid understanding of organization, management, and leadership principles
- Ability to see the “big picture”
- Integrity
- Strong Ethics
- Visionary
- Values continuous professional development

**Requirements**

- Incumbents will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

**Apply by Submitting**

1. A letter of interest which describes your reasons for pursuing this position and a detailed narrative of your management philosophy, specific qualifications and relevant experience;
2. Resume, which includes dates of employment, salary history, functions managed, the number and composition of personnel, number of years at the CL-30;
3. Most recent three Performance Evaluations;
4. A written statement (not exceeding five pages) responding to the questions: Within the next three years, the office will be experiencing a significant loss in mid-level and senior management positions. As an incoming senior manager, how have you prepared yourself to manage this change? What skills do you possess that will make you successful managing and promoting change and creating and maintaining a positive work environment during times of ongoing transition? As part of the interview, applicants will be asked to give an oral presentation of the written assignment (no audio-visual aids);
5. Any other relevant information you wish to have considered.

**Submit materials to:**

[careers@casp.uscourts.gov](mailto:careers@casp.uscourts.gov)

Subject: Human Resources Announcement # 19-04

**Additional Information**

U.S. Probation reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Only qualified applicants will be considered for this position.

Incomplete submissions will not be considered.

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