



San Diego County Probation Department Invites Resumes for

Deputy Chief Probation Officer (Unclassified Management)



Our Mission—Protect community safety, reduce crime and assist victims through offender accountability and rehabilitation



THE PROBATION DEPARTMENT

The mission of the San Diego County Probation Department is to protect community safety, reduce crime, and assist victims through offender accountability and rehabilitation. This department has an annual operating budget of \$207 million and employs a staff of 1,332. Probation Officers supervise more than 22,000 adults and juveniles in the community and another 800 in juvenile halls and camps. In pursuit of the department mission, a primary goal of the San Diego County Probation Department is reducing recidivism of probationers by facilitating behavior change. Major services provided by the Probation Department include: (1) Case management, compliance monitoring, and field supervision of adult and juvenile probationers; (2) Evaluation of juvenile referrals for court intervention, placement, or diversion programs; (3) Placement of boys and girls under the jurisdiction of the Juvenile Court; the department operates three juvenile treatment facilities and two juvenile detention facilities; (4) Supervision of adults and juveniles placed in public work projects at the direction of the courts; (5) Referral services, individual and group counseling, and engaging probationers in rehabilitation treatment, recreation programs, full-time school programs, and educational opportunities; (6) The completion of pre-sentence, placement, and special investigation reports for the Superior and Juvenile Courts.

THE POSITION

The Deputy Chief Probation Officer is responsible for the Administration of Adult Field services in planning, implementing, directing and making policy while monitoring and reviewing the effectiveness of programs and services.

- Develops and supervises the development of systems and procedures, utilizing evidence based principles to maintain effective levels of program services and assistance to the courts in the administration of justice
- Provides effective criminal justice-based collaboration and communication with representatives of the courts, law enforcement agencies, education boards, community agencies, other governmental agencies and outside entities with respect to offender detention, investigations, community supervision, and referrals to rehabilitative services
- Prepares and/or directs the preparation of periodic operational and financial reports, the handling of correspondence, and related administrative affairs
- Ensures that major probation services promote and adhere to the County and department strategic plan and general management system

The Deputy Chief Probation Officer is a sworn executive management class responsible for directing the activities of a major probation service, while managing the overall activities of a major probation service in the department and serving under the general direction of the Chief Probation Officer and Assistant Chief Probation Officer.

QUALIFICATIONS*

1. A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency, in public administration, business administration, criminal justice, criminology, corrections, counseling, psychology, social work, or a closely related field; AND,
2. Four (4) years experience in the field of probation and corrections, two (2) years of which must have been at the administrative or management level; OR,
3. Four (4) years experience in the field of probation and corrections, one (1) year of which must have been as a Probation Director in the County of San Diego.

• *Candidates who will meet the minimum experience requirement on or before July 1, 2013 are eligible to apply.*

NOTE: The possession of a master's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in public administration, business administration, criminal justice, criminology, corrections, counseling, psychology, social work, or a closely related field is highly desirable.

IDEAL CANDIDATE WILL

- Possess expansive knowledge of federal, state and local laws, codes, regulations, standards, local issues and Evidence Based Practices as related to Probation
- Have demonstrated success in developing agency-community relations and have a proven record of accomplishment in working with the judicial bench and other public safety agencies
- Be a strategic planner who anticipates future consequences and trends in probation and the delivery of criminal justice services, while applying knowledge appropriately
- Have experience in planning, developing and implementing activities related to education, vocational, rehabilitative programming, and investigation and supervision services
- Demonstrate a successful management strategy, leadership skills, and political acumen, which have been successful in effecting organizational change
- Possess excellent communication and interpersonal skills with the ability to work effectively with a diverse and unionized workforce, motivate employees and uphold employee morale, while implementing the Probation Department's mission
- Be familiar with the concept and principles of Evidence Based Practices for Community Supervision



COMPENSATION AND BENEFITS

The anticipated hiring range is between \$110,000.00 and \$118,000.00, depending upon qualifications. The department will reimburse relocation costs up to \$10,000. Please [click here](#) to view the Benefits Package for this classification.

TRAINING REQUIREMENT

Must Possess Peace Officer Status; as defined below:

Positions in this classification are Peace Officers as defined in Section 830 of the California Penal Code, and must meet employment guidelines and standards established by the Commission for Peace Officer Standards and Training (POST); the provisions of Sections 1029 and 1031 of the California Government Code; and the Standards and Training for Corrections (STC), Selection and Training Standards, as contained in Title 15, Sections 100 – 358, California Code of Regulations. Applicants must be 21 years of age by the time of appointment, and must be a U.S. citizen or in the process of becoming a U.S. citizen. These positions may require carrying a weapon and meeting certification requirements.

Incumbents must successfully complete a Manager/Administrator Core Course (MACC) or equivalent training program provided by a regulatory agency or other agency approved by California Commission for Peace Officer Standards and Training (POST) within the first 12 months of appointment. Failure to meet this training requirement will result in termination of service in this class.

SPECIAL NOTES

General Management System: The mission of the County of San Diego is to provide the best possible services to the County residents. Like any organization with an ongoing mission, the County engages in a continuous cycle of planning, implementing plans, monitoring implementation, and then re-evaluating and renewing the planning process. The County's comprehensive guide for managing this cyclic process is the General Management System (GMS). For more information on the GMS, [click here](#).

Persons serving in positions in the unclassified service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2). The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract.



APPLICATION AND SELECTION PROCEDURES

You are encouraged to apply online immediately in order to be considered. Interviews will be scheduled as soon as possible with top competitors.

Interested applicants should complete an employment application which can be accessed online at the County of San Diego's website located at: <http://www.sdcountry.ca.gov/hr>. In addition to completing the application, please attach your resume at Step 1 of the application process. Resumes should include complete employment history (names of employers, position titles held, reporting patterns, salary, and dates of service), professional certifications and academic degrees. **Incomplete applications will not be considered.** Resumes will be screened to assess each applicant's qualifications and finalists will be invited to interview.

An executive evaluation board will be convened to review submittals and identify top competitors to be considered for appointment. Only those candidates with backgrounds best meeting the needs of the department will be forwarded to the Executive Selection Committee and invited for an interview. Finalists will be considered for employment. Submittals will be held confidential and candidates will be kept informed of their status during the selection process.



ABOUT SAN DIEGO

San Diego County is California's oldest county and is home to over three million residents of diverse cultural, economic, and racial backgrounds. The area encompasses 4,200 square miles with 70 miles of Pacific Ocean beach, two beautiful bays, several mountain ranges and a breathtaking desert. The County area is 65 miles from north to south and 86 miles from east to west.

World-renowned tourist attractions include Sea World, Palomar Observatory, and the San Diego Zoo located in magnificent Balboa Park. The region is home to professional sports teams including the Chargers (football) and the Padres (baseball). The arts - music, dance, opera, art film and museums - are abundant.

The cultural ambiance is enhanced by a number of colleges and universities, including San Diego State University, the University of California at San Diego, and the University of San Diego. One in four residents have a college degree. With several Nobel Prize winners among its residents, San Diego is home to some of the world's leading bioscience research and development institutions, including the Salk Institute, Scripps Research Institute, and the Burnham Institute.

COUNTY OF SAN DIEGO

The mission of the County of San Diego is to efficiently provide public services that build strong and sustainable communities. The County is governed by a five-member Board of Supervisors elected to four-year terms in district, nonpartisan elections. There are 18 incorporated cities in the County and a large number of unincorporated communities. County services are provided by five business groups, that are headed by General Managers [Deputy Chief Administrative Officers (DCAOs)], who report to the Chief Administrative Officer (CAO). The various groups are: the Public Safety Group (PSG); the Community Services Group (CSG); the Finance & General Government Group (FG3); the Land Use & Environment Group (LUEG); and the Health & Human Services Agency (HHS). Within the groups, there are four departments that are headed by elected officials: District Attorney and Sheriff (PSG) and the Assessor/Recorder/County Clerk and Treasurer-Tax Collector (FG3).



CONTACT INFORMATION

You may direct any questions regarding the application process directly to the Department of Human Resources, attention Melissa Martinez.

Contact Information

County of San Diego, Dept. of Human Resources

5530 Overland Avenue #210

San Diego, CA 92123

Melissa.Martinez2@sdcounty.ca.gov

Tel. (858) 505-6545 Fax (858) 505-6406

Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Equal Opportunity Employer



Probation

Our Guiding Principles: • Public safety is our priority • Maintain fiscal stability • Promote a culture that values diversity, fairness, equity • Conduct business with transparency and accountability • Act with integrity • Continually challenge ourselves to enhance our knowledge and expertise