



**San Diego County  
Probation Department  
Invites Resumes for**

**Deputy Chief Probation Officer  
(Executive Management)**





## 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. Their vision is enhancing the quality of life for San Diego County residents by creating safer communities.

This department has an annual operating budget of \$215 million and employs a staff of 1,316. 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 a sworn executive manager responsible for planning, implementing, directing and developing policy, and monitoring and reviewing the effectiveness of programs and services for one of the following services: Adult Field Services, Juvenile Field Services or Institutional Services. They serve under the general direction of the Chief Probation Officer and report directly to the Assistant Chief Probation Officer.

- 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

## QUALIFICATIONS

1. A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency AND
2. Five (5) years of experience that demonstrate the ability to perform the essential functions of the classification. Experience must include three (3) years of management level experience, at least one of which includes supervision in a sworn position of a criminal justice or corrections agency.

*Note: A master's degree or higher degree may substitute for a total of one year of experience and cannot be applied to the required one year of supervision.*

## IDEAL CANDIDATE WILL

- Possess expansive knowledge of federal, state and local laws, codes, regulations, standards, and local issues
- 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
- Commit self and others to improve performance and reach challenging goals
- Maintain a global perspective in all activities, decisions
- Demonstrate an understanding of multiple stakeholder needs
- Be familiar with the concept and principles of Evidence Based Practices as related to Probation

## COMPENSATION AND BENEFITS

The anticipated hiring range is between \$110,000.00 and \$120,000.00, depending upon qualifications. The department may reimburse relocation costs up to \$15,000. Qualified moving expenses are those described in the IRS publication 521, Moving Expenses. For more information on IRS Regulations related to moving expenses, [click here](#). To view the Benefits Package for this classification, [click here](#).

## CERTIFICATION/REGISTRATION

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 twenty one (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.

## TRAINING REQUIREMENT

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.

## GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). For more information regarding GMS, please [click here](#).

## APPLICATION AND SELECTION PROCEDURES

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

Interested applicants should complete an employment application which can be accessed online at the County of San Diego's website located at: <http://www.sdcounty.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.

## 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 (HHSA). 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).

## SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract.

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

## CONTACT INFORMATION

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

### Contact Information

County of San Diego, Dept. of Human Resources  
5530 Overland Avenue #210  
San Diego, CA 92123  
Renee.Errasquin@sdcounty.ca.gov  
Tel. (858) 505-6576

*The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. Click here for more information [www.livewellsd.org](http://www.livewellsd.org).*



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any **county**, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

### Equal Opportunity Employer

