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# The County of San Diego

Invites Resumes For

## Group Program Manager (Research Director)

Anticipated Hiring Range is  
\$100,000 - \$105,000 Annually  
Depending on Qualifications  
Excellent Benefits



### DEPARTMENT OF PROBATION

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 \$223 million and employs a staff of 1,259. Probation Officers supervise more than 12,000 adults and juveniles in the community and another 416 in juvenile halls and camps. Major services provided by the Probation Department include six components: (1) Compliance monitoring and field supervision of adult probationers annually. (2) Evaluation of juvenile referrals for court intervention, placement, counseling, 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 and the direction of the courts; (5) Referral services, individual and group counseling, rehabilitation treatment, recreation programs, full-time school programs, and educational opportunities for probationers. (6) The completion of pre-sentence, placement, and special investigation reports for the Superior and Juvenile Courts.

### THE POSITION

The County San Diego Probation Department invites resumes from experienced program managers or administrators with significant success and expertise in conducting research, research methodologies, data analysis and knowledge of Evidence Based Practices for community corrections. The Group Program Manager will oversee data collection policy and practices while monitoring uniform data collection for compliance and effectiveness throughout the department. This position serves as the Research Director and will be an integral part of the Probation Department's management team. The incumbent will be responsible for overseeing the Research, Science and Policy division, and will advise the Chief Probation Officer and Probation Executive Staff on policy issues related to criminal justice research, and evidence based practices for community corrections. The incumbent will work with managers to design, identify, and track department outcomes and indicators to measure progress towards department goals.

### THE ESSENTIAL FUNCTIONS INCLUDE:

- ◊ Establish internal policies and procedures to ensure the appropriate assessment of probationers, their access to services and the impact to achieving the department's mission.
- ◊ Establish quality assurance protocols to ensure delivery of effective data.
- ◊ Stay abreast of research related literature, studies, and developments in community correction interventions.
- ◊ Provide and or procure training for probation staff to share information and trends for reducing recidivism.

- ◊ Work with department managers to establish appropriate performance and outcome measures related to the adult and juvenile probationers, the services received and its impact on reducing recidivism.
- ◊ Assist in the preparation of grant applications.
- ◊ Advise the Chief Probation Officer and Probation executive staff on policy decisions related to the data trends.
- ◊ Represent the Chief Probation Officer in interactions with partner agencies, and the community.
- ◊ May supervise subordinate supervisors and staff.
- ◊ Perform special studies and projects as assigned.
- ◊ Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

### QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency AND three (3) years of experience which demonstrate the ability to perform the essential functions of the classification, OR a combination of education and/or experience as stated above. Click [here](#) to view the complete job description.

### THE IDEAL CANDIDATE

Excellent communication and interpersonal skills are essential. Candidates must have management skills, and the ability to work effectively with a diverse and unionized workforce. The ideal candidate will be an experienced project manager or administrator with knowledge of principles of effective research methods, and data analysis, familiarity with the criminal justice system, including the principles of evidenced based practices for community corrections; experience in program implementation; success in inter-agency and community relations with analytical skills and the ability to make policy level decisions. The ideal candidate anticipates future consequences and trends accurately and applies knowledge appropriately by integrating data from many sources before drawing conclusions and taking action.

### COMPENSATION AND BENEFITS

The anticipated hiring range is between \$100,000.00 and \$105,000.00, depending upon qualifications. The department may reimburse relocation. Qualified moving expenses are those described in the IRS publication 521, Moving Expenses. For more information, [click here](#).

To view the Benefits Package for this classification, [click here](#).

### 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.

### GENERAL MANAGEMENT SYSTEM

The County's business model is called the General Management System (GMS) and it guides all operations and service delivery to residents, businesses and visitors throughout the fiscal year. For more information on the GMS, click [here](#).

### SPECIAL NOTES:

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. Reasonable accommodation may be made on a case-by-case basis.

### APPLICATION AND SELECTION PROCESS

**Application evaluation will begin July 10, 2015. 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>.

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.

### CONTACT INFORMATION

You may direct any questions regarding the application process to Renee Errasquin at [Renee.Errasquin@sdcounty.ca.gov](mailto:Renee.Errasquin@sdcounty.ca.gov) or (619)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

