

# DIVISION CHIEF, PROBATION

PUBLIC SAFETY GROUP

Anticipated Hiring Range:  
\$150,000 - \$160,000 Annually

*Excellent Benefits Package*

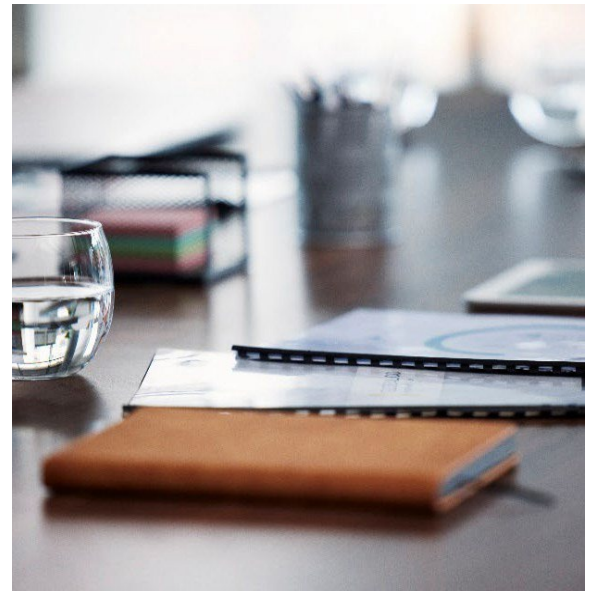
San Diego County.gov



**COUNTY OF SAN DIEGO**  
PROBATION

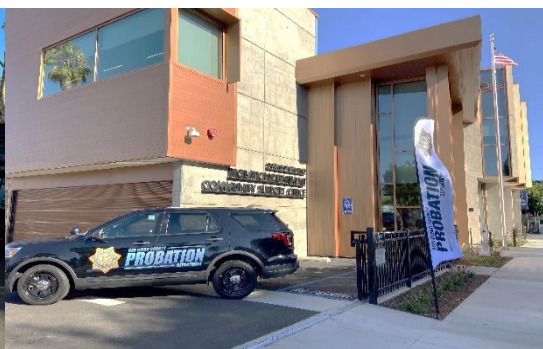
# The Position

The **Division Chief, Probation** is an unclassified management position responsible for the daily oversight, coordination, and continuous improvement of a major operational division within the San Diego County Probation Department. In addition, the Division Chief serves as a key leader who ensures consistent application of policies, supports coordinated service delivery, and contributes to process improvements that strengthen outcomes for clients and staff. This role works closely with supervisors and program teams to monitor workload needs, resolve operational challenges, and maintain the division's overall performance, efficiency, and alignment with departmental priorities.



## Key responsibilities include:

- **Initiative:** Leads and implements key justice-system initiatives that advance evidence-based, rehabilitative, and restorative approaches across division operations.
- **Strategic and Operational Planning:** Executes departmental strategies and divisional goals, ensuring alignment with restorative justice principles and consistent service delivery.
- **Organizational Structure and Operational Leadership:** Oversees division organization by establishing staffing patterns, defining work units, and supporting ongoing development of sworn and professional staff.
- **Policy and Program Management:** Develops policies, standards, and procedures; identifies operational issues and directs solutions that strengthen accountability, safety, and program effectiveness.
- **Resource and Fiscal Management:** Monitors division expenditures, contracts, performance data, and resource needs and provides input on budgetary considerations
- **Regulation and Compliance Oversight:** Ensures all division activities comply with Federal, State, and local regulations governing probation operations, facilities, supervision practices, and client services.
- **Staff Leadership and Development:** Provides leadership, guidance, and support to division staff by setting performance expectations, evaluating progress, and fostering continuous development and coaching aligned with departmental values.
- **Documentation, Reporting, and Communication:** Prepares and delivers reports, briefings, and presentations that summarize operations, resource needs, performance data, and projected service outcomes.
- **Relationship and Stakeholder Management:** Builds and maintains collaborative relationships with County leadership, judicial partners, law enforcement, educational institutions, social service agencies, and community organizations.



# Ideal Candidate

The ideal candidate will possess a professional history that demonstrates impeccable leadership competencies, experience, and attributes including setting and achieving challenging goals for self and pursuing innovation resulting in sustained organizational change.

**The ideal candidate will also possess the following leadership core competencies:**

- Defines clear strategic direction for the division aligned with the Department's mission and vision, and aligns operations, staff performance, and resources with departmental priorities and community safety goals.
- Skilled in managing complex probation functions, including investigations, supervision, rehabilitation services, and program administration, with a focus on consistency, accountability, and effectiveness.
- Applies research-supported practices to improve rehabilitative services, re-entry programming, youth development interventions, and supervision models.
- Ensures reporting, investigations, and case documentation are accurate, professional, and aligned with internal and external standards.
- Establishes and maintains effective partnerships with courts, law enforcement, service providers, community organizations, and other justice-system stakeholders.
- Uses sound judgment to balance rehabilitation objectives with community safety considerations, shaping decision-making at both the case and operational levels.
- Communicates with clarity and authority through written reports, policy documents, executive presentations, and cross-agency briefings.
- Builds a high-performing workforce through mentorship, succession planning, training, and objective performance management.
- Promotes equitable and culturally responsive practices, ensuring staff understand the diverse needs, backgrounds, and strengths of the communities served.
- Demonstrates sound resource stewardship by effectively managing staffing, expenditures, contracts, and competing priorities in support of departmental goal.
- Demonstrates the ability to lead organizational change, communicate expectations clearly, and build accountability during periods of transition.

## The Department

The Probation Department supports community safety by working with County departments, criminal justice agencies, and community partners to provide supervision and rehabilitative services for youth and adults in the justice system. The department also assists crime victims by securing restitution and holding clients accountable. The Probation Department has 1,096 employees and a budget of \$335.9M and is in central San Diego in the Probation Administration Center.



*Fostering safer communities by engaging the public, connecting individuals to quality services, and balancing opportunity with accountability.*

County of San Diego Probation Department



# Minimum Qualifications

Five (5) years of experience that demonstrates the ability to perform the essential functions of the classification which must include two (2) years of management or supervision in a sworn position of a criminal justice or corrections agency **AND**, a bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency.

**Certification/Registration:** The incumbent is a Peace Officer 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) and the provisions of Sections 1029 and 1031 of the California Government Code. Applicants must be 21 years of age by the time of appointment. Requires a valid **California** Peace Officer Standard Training (POST) certificate **at time of appointment** and ability to carry a firearm are required and must be maintained throughout your employment.

## Salary & Benefits

### Compensation

The anticipated hiring range is \$150,000 - \$160,000 annually. Salary placement for this position is dependent upon the qualifications of the successful candidate. Salary reviews are performance-based and goal-oriented.

### Benefits

- 15 days of paid vacation, 12 paid holidays, 2 paid floating holidays, 13 days of paid sick leave, 10 days of executive time off, and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit the website of the [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457(b) and 401(a) plans
- May be eligible for relocation allowance up to \$15,000



# Work Where You Play!

From our world-class beaches to almost year-round sunny weather, the County of San Diego offers our residents much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp Quarter.

Heading east you will eventually find mountains, that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. And head west, you will run into over 70+ miles of pristine coastline.

## San Diego County Facts:

- 3,359,630 (2023 Est. Population)
- 4,526 Square Miles
- 70 Miles of Coastline
- 18 Incorporated Cities

## San Diego Weather Averages:

- Average Temperature: 72°F
- High Temperature: 73°F
- Low Temperature: 58°F
- Average Rainfall: 10.4 Inches



The County of San Diego and its employees embrace the vision of a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of these values is infused throughout our operations. The County also embraces a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Read more about our [Strategic Plan](#) for more information.



COUNTY OF SAN DIEGO  
**DIVERSITY  
& INCLUSION**

The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.



# How To Apply

## Application Process And Recruitment Schedule

1. Complete the online application at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr) select Current Job Postings, Job Number 26039909U.
2. Attach your résumé, cover letter, and a copy of your college degree, final transcripts, or foreign studies equivalency certificate (if education was obtained outside of the U.S.).
3. Attach your California POST certificate.

### Key Dates

Interviews: Week of November 16, 2026

Expected Start Date: Month of December 2026

## Special Notes

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application.

Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire.

## Contact Information

You may direct questions regarding the application and selection process to Jorge Puente, Executive Recruiter at [Jorge.Puente@sdcounty.ca.gov](mailto:Jorge.Puente@sdcounty.ca.gov).

Questions regarding the position or department may be directed to B.J. Tamayo, Human Resources Services Manager, at [BillieJean.Tamayo@sdcounty.ca.gov](mailto:BillieJean.Tamayo@sdcounty.ca.gov)



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