

CHIEF OF STAFF- PROBATION

(Actual Job Classification: Group
Program Manager)

PUBLIC SAFETY GROUP

Anticipated Hiring Range:
\$130,000 to \$150,000 Annually

Excellent Benefits Package

SanDiego County.gov



COUNTY OF SAN DIEGO
PROBATION

The Position

Make an impact where it matters most – apply now to join the leadership team for the County of San Diego’s Probation Department as a Chief of Staff. (Actual Job Classification – Group Program Manager)

The Probation Department’s **Chief of Staff** will serve as a key part of the department’s executive leadership team by managing strategic initiatives and enterprise-level coordination. The Chief of Staff will lead outreach and engagement efforts with Board of Supervisors’ offices, the Chief Administrative Office, the Public Safety Executive Office, and various community organizations. The incumbent in this position will serve as a primary liaison with these stakeholders on priority issues, managing special projects and implementing directives by the Board of Supervisors and Chief Administrative Officer. The Chief of Staff will report to the Chief Probation Officer and work closely with members of the executive leadership team to advance Board initiatives and department culture change.

The key responsibilities of the Chief of Staff position will include the following duties and responsibilities:

- Serve as liaison between the Department and Board staff on priority issues
- Provide leadership in the planning, coordination, and implementation of Board directives, including the development and socialization of policy changes that affect multiple divisions and require collaboration across County departments
- Support the Department in the implementation of Board directives and socializing related changes with Probation Staff
- Assist with outreach and engagement efforts with the Board of Supervisors' offices, PSG Executive Office, Chief Administrative Office, and community stakeholders
- Support development of the 30, 60 and 90-day memoranda developed with the Chief Probation Officer and the CAO
- Contribute to Department culture change initiatives informed by community and stakeholder feedback
- Assist the Ad Hoc Subcommittee on Juvenile Justice
- Confirm statutory requirements, legal interpretations and policy impacts
- Ensure that information shared with board offices, the CAO and community stakeholders complies with confidentiality laws
- Ensure that recommendations in memos and board responses are budget feasible



Ideal Candidate

The ideal candidate will be a dynamic and self-motivated individual with excellent interpersonal skills, who values collaboration, and thrives in an environment of multiple stakeholder priorities. The juvenile justice and criminal justice systems in San Diego rely heavily on a collaborative and team approach to achieving results and maintaining public safety.

Professional history will demonstrate the following leadership competencies, attributes, and experiences:

- Demonstrated knowledge of Board of Supervisors priorities related to public safety, particularly related to juvenile justice and prevention, diversion, and reentry. In addition to understanding Board priorities, the ideal candidate will have the ability to anticipate the information needs of County leadership for inclusion in meetings, presentations, and written communications.
- Possess political acumen and advanced systems knowledge of the County to facilitate coordination of priority initiatives with the Board of Supervisors and County leadership.
- Ability to effectively advise and support Probation Department leadership in presenting clear, accurate, and applicable information to diverse stakeholders, including drafting speeches, talking points for senior executives, news releases, and stories highlighting department activities.
- Possess excellent verbal and written communication skills paired with an eagerness to collaborate. The ideal candidate will have the ability to clearly and effectively speak to diverse audiences, including County leadership, law enforcement, elected officials and their staff, and community partners.
- Ability to work in a fast-paced large governmental organization and successfully handle multiple priorities and projects with strict deadlines.
- Ability to work independently, exercise due diligence when researching inquiries and consulting with subject matter experts, and demonstrate appropriate judgement in answering questions, sharing resources, and providing information.

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 1,093 employees and a budget of \$344.9M 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

Three (3) years of experience which demonstrate the ability to perform the essential functions of the classification, AND a bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency OR a combination of education and/or experience as stated above.

Note: A master's or doctoral degree from an accredited U.S. college or university, or a certified foreign studies equivalency, may substitute for up to one (1) year of the required experience.

SALARY & BENEFITS

Compensation

The anticipated hiring range is \$130,000 to \$150,000 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 paid 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



How To Apply

Application Process And Recruitment Schedule

1. Complete the online application at www.sandiegocounty.gov/hr; select Current Job Postings, Job Number 26031804UP.
2. Attach your résumé and cover letter
3. Attach a copy of your college degree, final transcripts, or foreign studies equivalency certificate (if your education was obtained outside of the U.S.)

Key Dates

Resume Review: Week of June 2, 2026

Interviews: Projected to occur the week of June 9, 2026

Expected Start Date: Month of July 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 position, application process, and selection process to Bryan Faircloth, Executive Recruiter via email at Bryan.Faircloth@sdcounty.ca.gov.



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