# UNITED STATES DISTRICT COURT

**NORTHERN DISTRICT OF CALIFORNIA**
**PROBATION OFFICE**

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*DEPUTY CHIEF U.S. PROBATION OFFICER*

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**October 1, 2014**

**U. S. PROBATION OFFICE, NORTHERN DISTRICT OF CALIFORNIA**
**Invites applications for the position of:**
**DEPUTY CHIEF PROBATION OFFICER**
**(TYPE II)**
**Grade Level - JSP 14 to JSP 16 ($115,613 to $167,000) depending on qualifications**
**Promotion potential to JSP 15 and JSP 16 without further competition**
**Location: San Francisco**
**Closing Date: October 31, 2014**

**Qualified candidates may apply for both this position and for the Assistant Deputy Chief U.S. Probation Officer (Type I) position, which is posted at www.canp.uscourts.gov on the web site's Employment Page and closes on October 31, 2014.**

**Job Code: 14-DA1001TPII**

The U.S. Probation Office for the Northern District of California seeks a highly organized Deputy Chief Probation Officer Type II to carry out the mission of the U.S. Probation Office and the Court. This seasoned professional will lead, motivate, direct, and supervise all levels of staff and will act as a catalyst for change. It is a rewarding opportunity for an individual who wants to make a difference in the community.

The U.S. Probation Office for the Northern District of California has headquarters located in San Francisco with branch offices in Oakland, San Jose, and Santa Rosa. The San Francisco Bay Area is a world renowned place to work, live, and play. It is a place known for its cultural diversity and beautiful weather.

The Deputy Chief Probation Officer Type II assists the Chief Probation Officer in all areas of the administration and management of the U.S. Probation Office in the Northern District of California. The Deputy Chief is a senior member of the upper management team. This position is the second-in-command and the "alter ego" to the Chief Probation Officer. The Deputy Chief provides leadership to assistant deputy chief probation officers in formulating, supervising, and implementing initiatives to achieve organizational goals and objectives. The ideal candidate will have thorough knowledge of the Federal Probation and Pretrial Services system and possess extensive management experience.

This position is subject to a one-year probationary period, which may be extended at the discretion of the Chief Probation Officer. During the probationary period, the employee will not have recourse through the Probation Office's Adverse Action Policy or the Grievance Procedure Policy. However, the employee may have recourse under the Probation Office's Equal Employment Opportunity Plan & Employee Dispute Resolution Plan.

The incumbent will be subject to random drug screening as well as updated background investigations every five years.

**Representative Job Duties & Responsibilities:**

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of probationers and parolees.
- Assists the Chief Probation Officer in the formulation, implementation, and modification of probation and parole policies in the district.
- Assists in the selection of professional and support staff appointments.
- Participates in systematic analysis of performance for all subordinates.
- Oversees supervision of all staff and related work products in the clerical, professional, supervisory, and administrative areas.
- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Monitors or oversees performance reviews for quality control purposes of both the supervision and presentence units.
- Assists in establishing and maintaining cooperative relationships with other U.S. Probation Offices and with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.
- Identifies training needs within the district.
- Participates in public relations which explain probation, parole, and other correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.

- Performs related duties as required by the Chief Probation Officer and the Court.

**Qualifications:**

To qualify for a position of Deputy Chief Probation Officer Type II at JSP 14, 15, or 16, the applicant must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

| Grade Level | Years of Specialized Experience |
|---|---|
| JSP 14 (equivalent to CL-30) | 6 |
| JSP 15 (equivalent to CL-31) | 7 |
| JSP 16 | 7 |

For example, a current probation officer specialist at CL-29 for at least one year with at least six years of specialized experience may apply and be eligible for consideration for selection and placement at JSP 14, or a current supervisory probation officer at CL-30 for at least one year with at least seven years of specialized experience may apply and be eligible for consideration for selection and placement at JSP 15.

***Specialized Experience***

Progressively responsible experience in the investigation, supervision, counseling, and guidance of adult offenders in community correction programs is required. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of the specialized experience. Experience in police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

***Educational Substitutions***

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

***Personal Attributes & Skills***

The ideal candidate will:

- Possess exceptional leadership skills, be a motivator, and maintain a professional demeanor at all times. Integrity must be beyond reproach.
- Have a record of displaying good judgment and of being a proven problem-solver who can provide innovative solutions to workplace problems as well as employee relations issues.
- Have excellent organizational skills and be able to balance the demands of varying workload responsibilities and deadlines.
- Be an excellent communicator both verbally and in writing.
- Be able to build good working relationships with peers, subordinates, and superiors.
- Be adaptable to change and able to lead major change initiatives.
- Have a solid understanding of the fundamentals of federal budgeting and have demonstrated experience in budget analysis, formulation, and execution.
- Have significant project management experience.
- Be able to demonstrate solid understanding of the requirements necessary to manage the Budget, Procurement, IT, HR, and other administrative functions.

**Application Process:**

Interested qualified candidates must submit a letter describing the qualities that he or she would bring to this position, a current resume, and the completed current version of the AO 78 Application, which is available at www.canp.uscourts.gov on the web site's Employment Page. **Please reference the job code from the vacancy announcement in the cover letter. All required application materials must be submitted by e-mail to** Frank_Ting@canp.uscourts.gov **no later than close of business (5:00 p.m. PST) on October 31, 2014.**

Only the most qualified applicants will be invited for interviews and only those interviewed will receive a response. Interviewees will be required to complete, in writing, a series of pre-interview questions in advance of the interview. Inquiries may be directed to Frank Ting, Human Resources Manager, at 415-436-7373.

**THE UNITED STATES PROBATION OFFICE FOR THE NORTHERN DISTRICT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER**