



UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA
PROBATION OFFICE

YADOR J. HARRELL
CHIEF U.S. PROBATION OFFICER

450 Golden Gate Avenue
Suite 17-6884; P.O. Box 36057
San Francisco, CA 94102-3487
TEL: (415) 436-7540
FAX: (415) 436-7572

April 4, 2011

**U.S. PROBATION OFFICE, NORTHERN DISTRICT OF CALIFORNIA
Invites applications for the position of:**

**ASSISTANT DEPUTY CHIEF U.S. PROBATION OFFICER
PRESENTENCE INVESTIGATIONS
(TYPE I - OPERATIONS)
Classification Level CL - 31
(\$107,693 - \$155,500)**

Open until filled (preference for applications received by April 18, 2011)

Job Code: 11-0404DA-ADCUSPO

The U.S. Probation Office for the Northern District of California has a rewarding opportunity for a highly organized professional to assist in the administration and management of all activities in the San Francisco headquarters office and the branch offices in Oakland, San Jose, and Santa Rosa. This seasoned professional will lead, direct, and supervise staff at all levels.

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 position of Assistant Deputy Chief Probation Officer is a senior management position for the U.S. Probation Office, Northern District of California. As a member of the Management Team, the Assistant Deputy Chief assists in the administration and management of federal probation services for the district. The ideal candidate will have a broad knowledge of the Federal Probation and Pretrial Services system. This position is responsible for providing leadership to formulate, supervise, and implement initiatives to achieve goals and objectives defined for the court unit. The Assistant Deputy Chief will demonstrate progressively responsible experience and knowledge in presentence investigations, federal correctional rehabilitation programs and services for adult offender populations, and agency operations and general administrative operations. This position will manage supervisors and is responsible for district operations as assigned by the Chief Probation Officer.

This is a district position. Assignment may be in any of the venue offices: San Francisco,

Oakland, or San Jose and the assigned duty station may be changed in the future. In addition, travel to other offices will be required.

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 Personnel Actions & Procedures for Appeal Policy or the Grievance Procedure Policy. However, the employee may have recourse under the Probation Office's Equal Employment Opportunity and Employment 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:

- Working with other senior managers, develop and implement a process to define goals and objectives for the agency. Identify and implement short and long-term planning initiatives to achieve agency goals and objectives with specific time lines for completion.
- Participates in systematic performance evaluations of all subordinates and conducts quality control reviews of their work product.
- Review monthly and quarterly reports to identify problems, trends, and other issues. Analyze data collected to solve problems, which may include creating or modifying policies, procedures, and practices. May recommend discontinuation of administrative or operational procedures, if it is in the best interests of the court and agency operations.
- Audit and review offender/defendant files to verify compliance with national, local, and agency policies, procedures, court-specified conditions, and administrative practices.
- Provide technical guidance to managers, line officers, the court, and other judicial personnel regarding services to the court, offender's services, and administrative services.
- Ensure the expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of probationers and parolees. Establish and maintain cooperative relationships with other U.S. Probation and Pretrial Offices in other districts to assure all requests for assistance are met promptly and effectively.
- Handle administrative tasks and/or administrative units as assigned by the Chief Probation Officer.
- Represent the agency at conferences, seminars, meetings, and other federal, state, and

local entities. Serve as the liaison for the agency with local federal entities within the Northern District of California, providers within the community, other judicial districts, and the local court family.

- Assists in establishing and maintaining cooperative relationships with other U.S. Pretrial and Probation Offices to assure all requests for assistance from other districts are met promptly and effectively.
- Demonstrate leadership qualities, including the ability to plan and oversee implementation of district programs, processes, and initiatives.
- Promote ongoing learning by continuously upgrading own knowledge, skills, awareness and understanding of theories, data, and trends in corrections, management, and the political environment.
- Occasionally performs the duty of a U.S. Probation Officer or a Supervising U.S. Probation Officer.

Qualifications:

Applicants must have a minimum of three years of progressively responsible administrative, technical, professional, supervisory, or managerial experience. Qualified experience must include at least one year of experience at or equivalent to CL - 30. This progressively responsible experience will have provided opportunities to demonstrate (1) skill in dealing with others in person-to-person work relationships, (2) ability to exercise mature and sound judgment, (3) thorough knowledge of the concepts, principles, and theories of management, (4) ability to implement the managerial policies applicable to the court unit, and (5) skill in problem-solving and conflict resolution. The candidate will demonstrate leadership qualities, including strategic thinking, creativity, flexibility, vision, and integrity. The incumbent will have a proven track record of helping employees maximize their potential and fostering high ethical standards in meeting the organization's vision, mission, and goals. Excellent communication skills are essential.

In addition, the Assistant Deputy Chief Probation Officer must have and maintain a thorough knowledge of the federal judicial system, including national and statutory policies, procedures, and administrative practices specific to probation, as well as the presentence and supervision disciplines. The ideal candidate will have at least four years of specialized experience in the correctional rehabilitation of adult offenders of which a minimum of one year of specialized experience will be at or equivalent to a CL - 30 Supervisory Probation Officer in the U.S. courts. Experience in one of the following professional disciplines may substitute for a portion of the specialized experience: social worker, case worker, psychologist, substance abuse treatment specialist, or correctional researcher.

A minimum of a bachelor's degree is required. It is preferred that the degree be in one of the following academic disciplines: public administration, business administration, psychology, criminal justice, or social work/sociology. A master's degree is desirable.

Application Process:

Qualified candidates must submit a current resume and letter describing the qualities that he or she would bring to this position. Please reference the Job Code from the vacancy announcement in the cover letter. In addition, applicants must complete and submit the Application For Judicial Branch Federal Employment (AO 78). Form AO 78 (the Application for Employment) is available at: www.canp.uscourts.gov on the Employment Page. Please complete and submit only the current version of the Application: AO 78 (10/09). Previous versions and other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. **All applications will be considered until the position is filled but preference will be given to applications received on or before April 18, 2011 by close of business (5:00 p.m. PST).** It is required that you submit your application materials via e-mail to:

CANP_Resumes@canp.uscourts.gov. Application materials received by mail, fax, or any other means other than by e-mail to CANP_Resumes@canp.uscourts.gov will not be considered.

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 (408) 535-5335.

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