THE COUNTY OF STANISLAUS

CHIEF PROBATION OFFICER
Supporting Strong & Safe Neighborhoods

Apply by November 20, 2019
$127,088.00—$190,611.20 Annually
Interviews are tentatively scheduled for early December
Chief Probation Officer

THE OPPORTUNITY
Stanislaus County and the Superior Court of Stanislaus County invite qualified candidates to apply for the position of Chief Probation Officer. This position is appointed by the Presiding Judge of the Superior Court, and operates under shared policy direction from the Board of Supervisors and leadership of the Superior Court. With the advice and assistance of the Juvenile Justice/Delinquency Prevention Commission, the Chief Probation Officer is responsible for the administration of all aspects of the Probation Department. This individual administers, directs, and coordinates the activities of the Probation Department in support of community priorities for public safety. As a County department head, the position is subject to budget allocations and personnel policies established by the Board of Supervisors and County Chief Executive Officer. This position serves “at-will” and is considered unclassified for labor relations purposes.

ABOUT THE COMMUNITY
Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California’s Central Coast. With an estimated 545,267 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California’s major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to California State University Stanislaus, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 43 degrees in the winter, to an average high of 92 degrees in the summer. Temperatures move up into the high 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

Stanislaus County has a current year total budget of $1.38 billion and 4,560 full-time positions within 27 agencies and departments.

ABOUT THE DEPARTMENT
The Stanislaus County Probation Department serves as an integral component of the community and the criminal justice system by providing adult and youth offender community supervision, accountability, rehabilitation, education, life skills programming, and direct services that support families and victims. In addition, the Department operates safe and secure youth custodial facilities and offers a variety of positive behavioral conditioning, counseling therapy, job skills, and alternatives to custody programs.

The Department consists of four divisions: Adult Field Services, Juvenile Field Services, Institution Services, and Support Services with 284 allocated administrative, support, and sworn peace officer positions and an operational budget of $71 million.

THE IDEAL CANDIDATE

- Possession of a Baccalaureate Degree from an accredited college or university with a major in Criminal Justice Administration, Sociology, Psychology, Public or Business Administration or a closely related field; AND
- Five (5) years of full-time supervisory/management/executive experience in a California Probation Department. At least two (2) years must be at a level equivalent to a Probation Manager or higher in Stanislaus County; AND
- Possess and maintain a valid California Driver's License.
TYPICAL DUTIES AND RESPONSIBILITIES

- Create policies and procedures for the administration of the Probation Department within the framework of State law, guidance and direction from the Superior Court and Board of Supervisors and “best practices” of the profession;
- Select, supervise, assign duties, coordinate and evaluate the work of the professional and clerical staff in the Probation Department;
- Chair the Juvenile Justice Coordinating Council and serve on other standing committees, task forces, and advisory groups pertaining to probation and related topics;
- Analyze community conditions (such as social, psychological and economic) affecting probation activities and develop programs to meet changing needs;
- Prepare departmental budget requests, estimate and anticipate changes in the required service levels, staff and equipment;
- Maintain cooperative relationships with State and local agencies;
- Provide leadership at the local, regional and State level to the probation profession and related disciplines;
- Oversee the creation, implementation and evaluation of all contracts, grants, and multi-agency projects;
- Recommend, draft, evaluate and advocate for legislation pertaining to corrections and related issues;
- Prepare detailed reports concerning the Probation Department for the Superior Court, Chief Executive Officer, Board of Supervisors, Juvenile Justice/Delinquency Prevention Commission and other organizations, State and local agencies as required;
- Oversee the operation of Juvenile Hall and minors in alternative to custody programs such as Home Supervision and Electronic Monitoring;
- Formulate an appropriate annual training program which meets Board of Corrections’ requirements and support the County’s performance goals; and
- Effectively and appropriately delegate operational responsibilities to subordinate personnel and insure accountability for meeting operational and performance goals.

SKILLS/ABILITIES

- Demonstrate an in-depth knowledge of management principles which encompass program planning and development, program evaluation, budget development, leadership, positive employee supervision, training and personnel management;
- Provide leadership in a time of great organizational growth and community change;
- Develop departmental performance objectives and implement the steps for their accomplishment;
- Facilitate the development of multi-disciplinary groups of professionals into effective service delivery units;
- Work cooperatively with the Superior Court, the Juvenile Justice/Delinquency Prevention Commission, Chief Executive Office, Board of Supervisors, County department heads, various community organizations and law enforcement and justice agencies;
- Demonstrate a commitment to diversity and equal opportunity in the workplace;
- Demonstrated ability to form collaborative partnerships;
- Provide leadership and overall direction in the development of departmental technology;
- Provide administrative oversight and direction in the procurement and implementation of public and private grants;
- Demonstrate an understanding of how improving business processes and applying technology can achieve superior customer service and implement business strategy;
**Chief Probation Officer**

- Monitor, analyze, and provide information to appropriate persons or boards regarding legislative proposals or needs;
- Implement legislative or court determined changes in law, procedures and protocols; and
- Implement County Vision, Mission, Values, and the Board of Supervisors Priorities.

**KNOWLEDGE**

- County, State and Federal laws and other enactment’s related to the County probation programs;
- State laws and court decisions pertinent to the administration of probation functions and programs;
- Laws, court proceedings and regulations governing juvenile institutional administration;
- The philosophy, principles and practices of casework management as it relates to the investigation and evaluation of juvenile and adult offenders granted probation;
- Social, economic and psychological forces that create individual, family and community dysfunctions;
- Contemporary principles of adult and juvenile probation work and court procedures;
- Regulations governing juvenile detention facility standards and operations and Standards and Training for Corrections (STC) programs administered by the State Board of Corrections;
- Grant writing, implementation and evaluation;
- Appropriate management and administrative techniques and methods including organizational development, systems analysis, personnel selection, fiscal planning, budgeting and accounting techniques;
- Written and oral communication, including language mechanics, syntax and English composition;
- Federal and State funding sources and required reporting mandates;
- Principles of supervision and training;
- Principles of budgeting; fiscal administration and management;
- Public employment personnel practices including Equal Opportunity Employment, customer service principles and practices;
- Statistical methods used for management analysis; and
- Computer applications such as Microsoft Word, Microsoft Excel and Internet Explorer.

**COMPENSATION AND BENEFITS**

The annual salary range for the Chief Probation Officer is $127,088.00—$190,611.20

Placement within the range is negotiable and dependent upon qualifications. The County offers outstanding retirement benefits provided by the Stanislaus County Employees’ Retirement Association (StanCERA).

In addition, the County offers a comprehensive benefits package including:

- **Insurance**: extensive health, dental, and vision coverage options for employees and dependents.
- **Deferred Compensation**: 2% of base wages to 457 deferred compensation plan.
- **Automobile Allowance**: option to select annual automobile allowance of $4,800 or use of County provided vehicle.
- **Life and Disability Insurance**: Term life insurance policy, as well as Accidental Death/Disability coverage.
- **Professional Development**: $1,200 annual allowance for professional development, to include continuing education and professional memberships.
- **Vacation**: accruing bi-weekly, 120 hours in year one, 160 hours years two through 20 and 200 hours starting year 21. Vacation accruals subject to maximum limits. Department heads also receive an additional 32 hours of special vacation leave per year, accrued bi-weekly.
- **Holidays**: 10 paid holidays annually.
- **Management Leave**: 56 hours of management leave annually. Must be used in the year earned.
- **Sick Leave**: Sick leave is accrued at a rate of 96 hours per year, subject to maximum limits.
- **Relocation Expenses**: up to $2,500 for qualifying expenses, subject to advanced approval.
- **Employee Wellness**: County supported wellness programs. More information at www.myclubwellness.org
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PEACE OFFICER REQUIREMENTS
The California State Government Code provides the following minimum requirements for all Peace Officer positions in California:

- Must be free from any prior felony convictions; AND
- Must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship; AND
- Successfully pass the POST Medical and Physical Exam, including a treadmill test prior to hiring. For more information visit the POST website at http://post.ca.gov/post-regulations.aspx; AND
- Must be 18 years of age or older; AND
- Must provide fingerprints for a criminal records check; AND
- Must be of a "good moral character" determined by a background investigation; AND
- Must have a High School diploma or GED equivalency; AND
- Must be free from any physical, emotional or mental condition that might adversely affect the exercise of Peace Officer powers.

CITIZENSHIP REQUIREMENTS
Pursuant to Government Code Section 1031 applicants for peace officer positions must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.

APPLICATION PROCEDURES/FINAL FILING DATE
Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made on your qualifications.

Resumes will not be accepted in lieu of a complete application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

TESTING ACCOMMODATIONS
Arrangements may be made to accommodate disabilities or religious convictions. Describe the special test arrangements you require in the “Additional Information” section of the application form.

GENERAL QUALIFICATIONS
- Pass County-paid pre-employment drug screening *if applicable and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS
Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

PUBLIC SERVICE LOAN FORGIVENESS PROGRAM
Find out if you qualify for the AES Public Service Loan Forgiveness Program for full-time public sector employees (PSLF) by contacting (866) 706-5005. https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service

DISCLAIMER
Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/Personnel.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at http://www.stancounty.com/riskmgmt/ under "Disability Management".

Stanislaus County is an Equal Opportunity Employer.
The County of Stanislaus and its employees embrace the Club Wellness Mission Statement.

The Mission of Club Wellness is to facilitate and encourage the “good health” of the county workforce. “Good health” is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.

For more information on Club Wellness go to www.myclubwellness.org