



U.S. Probation Office
Eastern District of California
501 I Street Suite 2500
Sacramento, CA 95814-7302
(916) 930-4300

Fresno:

(FN Pay Table) Fresno-Madera-
Hanford, CA

CL-29: \$82,952 - \$134,826 per annum

(The salary at time of appointment will be set in accordance with the Court Personnel System. Lateral transfers will be considered for probation officers currently employed in other districts. A lateral transfer is considered an officer's current Classification Level (up to CL-29) and Step from their current pay table to Fresno Pay Table. The agency is unable to match locality pay.)

The U.S. Probation Office for the Eastern District of California is an Equal Opportunity Employer.

U.S. PROBATION OFFICE EASTERN DISTRICT OF CALIFORNIA

Vacancy Announcement: 24-02

Intensive Supervision Specialist

LOCATION: [Fresno/Visalia](#)

REPORTS TO:

STATUS: Full-Time Permanent

Supervisory Probation Officer

POSTED: 4/12/2024

CLASSIFICATION: CL-29

CLOSING DATE: 4/29/2024

The U.S. Probation Office for the Eastern District of California has an opening for a Special Offender Specialist position. The Special Offender Specialist serves in a judiciary law enforcement position and assists in the administration of justice and promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. Special Offender Specialists manage a caseload that includes a significant proportion of offenders/defendants of a specialized type and serve as local experts on cases of this type. The Special Offender Specialist performs duties that involve high-risk issues, such as mental health treatment, substance and/or alcohol abuse, sex offenses, computer-related crimes, and financial (white collar) crimes or cases with location monitoring or mental health conditions. Intensive supervision is often required for high-risk offenders/defendants.

Candidates will find the U.S. Probation Office in the Eastern District of California is a great place to continue a career with the federal court system. We offer a stable, positive and professional work environment, a competitive salary range and full federal benefits. Our agency is currently comprised of 80 staff members and our district headquarters is located in Sacramento with a divisional office located in Fresno. There are currently field offices in Roseville, Elk Grove, Redding, Modesto, Visalia, and Bakersfield. Geographically, the Eastern District of California includes 34 counties in the central valley from the Oregon border to Bakersfield.

****Officer candidates currently employed in this district will be considered from all duty stations and, if selected, will remain in their current duty station (transfer requests to another duty station in the district will be at the chief's discretion).**

Representative Duties:

- Identifies and evaluates district's need for home confinement/electronic monitoring program and supervision strategies dealing with offenders with home confinement/electronic monitoring requirements.
- Develops guidelines and procedures for the district's home confinement/electronic monitoring program.
- Assists in evaluating usage of contract services and evaluates the effectiveness of the home confinement/electronic monitoring program.
- Participates in administrative level planning, provides advice and consultation and offers ideas on program direction.
- Determines and evaluates available resources to assist or complement program.
- Prepares program procedures in written form to ensure overall understanding and consistency within the district.
- Supervises offenders with home confinement, electronic monitoring, or GPS requirement and monitors their compliance with program requirements.
- Assists officers if needed in utilization of home confinement, electronic monitoring, or GPS programs and conducts training for staff, if needed. Serves as an in-house resource on home confinement, electronic monitoring, or GPS to presentence investigators.
- Assists if necessary in the determination of acceptability of a participant into the program. This may include participants in the BOP's Federal Location Monitoring program.
- Serves as a liaison/consultant to officers, judges, attorneys, and the community concerning the home confinement/electronic monitoring program.
- Acts as a liaison between the district and the location monitoring vendors.
- Works closely with other specialist(s), supervisor(s), and management to continuously monitor the effectiveness of the vendor(s) to ensure that the service provided meets the standards developed by the Probation and Pretrial Services Office (PPSO).
- Works with the Budget Unit to develop better practices in tracking co-payments. Certifies all billing associated with program expenditures. Reviews participant co-payments on a monthly basis.
- Maintains oversight of program inventory and supplies. Responsible for facilitating the maintenance and repair of electronic monitoring units.
- Assures 24 hour and weekend coverage of all electronic monitoring cases on assigned cases and as a backup officer.
- Oversight of designated offices along with monitoring of vendor reports, which includes distribution of those reports.
- During heavy workload periods and/or while the SUSPO is out of the office, the specialist will assist the SUSPO with their workload, as directed. And other duties, as directed, such as supervising high risk clients.

Job Requirements/Special Working Conditions:

This position will have a Location Monitoring component based on the caseload requirements.

This position requires non-traditional working hours, to include weekends and nights. Due to the nature of the caseload, the position primarily focuses on field work and, consequently, domiciling a government vehicle (if available) is preferred.

Frequent travel within the district will be required to oversee the specialized caseload, conduct field visits, enforce conditions, and meet national and local polices. Nationwide travel may be required periodically to attend relevant training.

A specialist must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders. Special Offender Specialists may guide the work of probation officer assistants and other staff.

In regard to all officer specialist positions, the representative duties expected and required are in addition to performing the regular functions of a line officer whether that be in a presentence investigation unit or a supervision unit.

Qualifications:**Required Education/Experience**

All probation or pretrial services officer positions require completion of a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

To qualify for the Special Offender Specialist position, the applicant must possess a minimum of three years of specialized experience, including at least one year as a probation/pretrial services officer in the United States Courts.

Specialized Experience

Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human resources, social work, psychology, or mental health. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Preferred Experience

Current U.S. Probation Officer/Pretrial Services Officer experience is preferred. Preference will be given to candidates with current and/or prior supervision experience working with a sex offender or mental health population. The candidate must have demonstrated and sustained exceptional performance.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE

The duties of probation and pretrial services officers and officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, and marked speech abnormalities.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

SECURITY INVESTIGATIONS

Applicants considered for this position must undergo a full Office of Personnel Management (OPM) background investigation, as well as a local background investigation.

MEDICAL EXAMINATIONS

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov>.

CITIZENSHIP

Applicants must be citizens of the United States or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please visit <http://www.uscourts.gov>.

Background Investigation, Drug Screening and Medical Standards (for lateral transfers)

U.S. Probation/Pretrial Services Officers transferring to another district are not required to undergo a medical examination, drug testing or the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at his or her discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

EMPLOYEE BENEFITS

U.S. Probation Officers are Judicial Branch employees and are not covered by Office of Personnel Management (OPM) regulations. They are, however, entitled to the same benefits as other Federal employees. Some of these benefits are:

- Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the

15th year of service; thereafter, 26 days per year. Sick leave earned at four hours per pay period (13 days per year).

- Participation in the Federal Law Enforcement Hazardous Duty Retirement Program and in a tax-deferred Thrift Savings Plan (TSP) - similar to a 401(k) plan.
- Voluntary participation in a Federal health, dental, and vision insurance program.
- Voluntary participation in the Federal Employees' Group Life Insurance Program.
- Up to 11 paid holidays per year.
- Optional enrollment in the Federal Long-Term Care Insurance Program (FLTCIP), Flexible Spending Accounts (FSAs), and commuter benefits program.
- Time-in-service with other Federal agencies and prior military service will be taken into consideration in computing employee benefits.

Application Process:

To apply for the Intensive Supervision Specialist position, qualified candidates are required to submit the following in **one pdf document in the following order:**

- a cover letter* addressed to Chief U. S. Probation Officer Mindy McQuivey, 501 I Street, Suite 2500, Sacramento, CA 95814 (see instructions below)
- a current detailed resume (including training that you have completed and certifications obtained)
- AO-78, Federal Judicial Branch Application for Employment (Revised 3/2024) (download from <http://www.caep.uscourts.gov> or <http://www.uscourts.gov>)
- title the pdf document as follows: Last Name-First Name-24-02
- please email the pdf document to caep_hr@caep.uscourts.gov

*The cover letter should include the following information; however, not exceed two pages:

- the vacancy announcement number (24-02)
- why you are interested in the position
- overall qualities and/or strengths that you will bring to the position
- describe your core values and leadership style

Failure to submit the above-mentioned required documents, in one pdf document, will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned. Only one application per candidate will be accepted for this announcement.

- Applicants for law enforcement officer positions are required to complete the AO 78, Federal Judicial Branch Application, Revised 3/2024. The application form must be filled out thoroughly to determine eligibility for the position. This includes the Optional Background Information (questions, 19, 20, and 21) on page 5 of the application form.
- The United States Probation Office, Eastern Judicial District of California, is headquartered in Sacramento, with offices in Roseville, Elk Grove, Redding, Modesto, Fresno (Divisional Office), Visalia, and Bakersfield. Although it is the agency's practice to try to accommodate individual duty station preferences, all employees of the United States Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts.
- The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.
- Applicants must possess a valid driver's license.

- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The office reserves the right to amend or withdraw any announcement without written notice to applicants.
- The Special Offender Specialist's performance will be monitored closely during the first year in this position.
- More than one position may be filled from this announcement.
- Applications received after 5 PM PST on 4/29/2024, will not be considered.

Benchmark Job Description

Benchmark Job Title	<u>Probation/Pretrial Services Officer Specialist</u> CL-29
Occupational Group	Professional Line

Job Summary

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officers may guide the work of probation/pretrial services officer assistants and other staff. Officer specialists perform duties that involve both general pretrial services or probation cases and specialized types of offenders/defendants. These specialties may include sentencing guideline specialist, drug and alcohol treatment specialist, mental health specialist, special offender specialist, intensive supervision specialist, home confinement specialist, workforce development specialist, and other similar specialties.

Representative Duties

These representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by many positions in this benchmark. These representative duties are NOT intended to include any tasks or duties unique to a particular work location or position, nor are they intended to reflect all duties performed by positions covered by this benchmark.

- Conduct investigations and prepare reports for the court with recommendations, which require interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law.
- Track developments in the law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests and DNA collection of offenders/ defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of home confinement conditions ordered by the court, and some districts may perform home confinement reintegration on behalf of the Bureau of Prisons.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of controlling and correcting risk management strategies.
- Participation in on-going training and education opportunities to further develop and/or enhance

techniques and skills relating to defendants/offenders investigation and supervision practices.

- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.
- Guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding their designated area of specialty. Perform investigative and supervision responsibilities for defendants/offenders with specialized situations or needs.
- May supervise defendants in witness protection programs.
- Perform administrative duties regarding area of specialty.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Probation, Pretrial Services and Law Enforcement

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal pretrial services, probation and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (such as the National Crime Information Center).
- Knowledge of investigative techniques and skill in investigating offenders'/defendants' backgrounds, activities, finances and determining legitimacy of their income. Knowledge of the *Bail Reform Act*. Knowledge of sentencing guidelines, statutes, *Federal Rules of Criminal Procedure* and applicable case law. Knowledge of changes in the law. Knowledge of techniques in supervising offenders/defendants. Skill in supervising offenders/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Knowledge of legal terminology.
- Skill in conducting legal research related to varied complex and difficult legal issues, related to sentencing and supervision. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established time frames. Ability to discern deception and act accordingly.
- Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.

Depending on the area of specialization, these positions may require one or more of the following:

- Knowledge of area of specialty (such as knowledge of drug and alcohol treatment, knowledge of sexual offenders, special offenders, witness security procedures, knowledge of home confinement guidelines and regulations, home confining equipment, knowledge of U.S. *Sentencing Guidelines* and related appellate case law, etc.). Skill in supervising

offenders/defendants with specialized needs/situations, such as 1) supervising home confinement offenders/defendants, and/or 2) supervising substance abuse/mental health offenders/defendants. Ability to provide guidance to other officers, the court, and other agencies regarding area of expertise.

Judgment and Ethics

- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of supervision and investigation.

Information Technology and Automation.

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative data bases.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to fulfill statutory requirements to conduct pretrial and pre-sentence investigations, supervise offenders/defendants, make recommendations to the court, evaluate needs and conditions and maximize compliance for the purpose of ensuring community safety. A proper recommendation to the court maximizes the protection to the public. Society benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration. Often the offender or defendant completes the conditions of supervision and becomes a productive member of the community. The specialized programs developed and managed by the Officer Specialist aids the judicial officers in making decisions concerning the defendant's or offender's specific needs. Successful management of special needs benefits the offender or defendant, family members, employers, and others in the offender's or defendant's community.

Factor 3 – Complexity and Decision Making

The job involves making independent decisions within the context of professional standards, broad policies, and general goals. Probation/pretrial services officers at this level gather and analyze information to determine or recommend the best course of action. Officer Specialists at this level of function differ from Officer positions in that their jobs have greater complexity and require more extensive knowledge in an area of specialization

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are other probation/pretrial services staff, judicial officers, staff of other court units, the Administrative Office's General Counsel, and the U.S. Sentencing Commission for the purpose of conducting research and investigations and maintaining accurate and up-to-date information in case files

Factor 4B – Interactions with External Contacts

The primary external contacts are offenders/defendants and their families, other government agencies, U.S. Attorney's Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating offenders'/defendants' backgrounds, obtaining and verifying arrest information, drafting sentencing guidelines, and similar activities. Officers at this level also have contacts with drug and alcohol treatment professionals, mental health professionals, and home confinement equipment vendors for the purpose of providing specialized supervision of offenders.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with persons who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur).