



United States District Court, Eastern District of California
POSITION ANNOUNCEMENT #2019-06

Position: Chief United States Probation Officer

Location: Sacramento or Fresno, CA (The court will consider the selected applicant's preference for a duty station assignment in either location)

Salary: Sacramento salary range: \$111,587 - \$205,020*
Fresno salary range: \$103,106 - \$189,438*

*Stated salary rates do not include an approved 2019 Federal Employees' Pay Adjustment and will be adjusted once new rates are published.

Open: Wednesday, March 6, 2019

Close: Friday, April 12, 2019

The court is seeking candidates for the position of Chief United States Probation Officer for the Eastern District of California. Well qualified individuals from all sources, both within and outside the federal judiciary, are encouraged to apply.

The Chief United States Probation Officer is the court unit executive of the Probation Office and is appointed by and serves under the administrative direction of the chief judge of the court. The incumbent will be responsible for managing all operational and administrative staff and functions, developing organizational standards, goals and objectives, leading organization change, and ensuring compliance with statutory requirements.

Located from the Oregon border in the North to Bakersfield in the South, the Eastern District of California serves 34 counties in the fast-growing interior of California. The office is staffed by 80 dedicated staff members who are located throughout the district. This includes in a main office in Sacramento, a large divisional office in Fresno and satellite offices in Bakersfield, Elk Grove, Modesto, Redding, Roseville, and Visalia. More information about the Probation Office can be found online by visiting: www.caep.uscourts.gov.

Applicants' who are not currently residing within the Eastern District of California will find it a highly desirable location to live and work. Both Sacramento and Fresno enjoy a mild Mediterranean climate with no snow in the winter, affordable housing compared to other large cities in California, and a wide-range of services, and world-class entertainment and recreational activities near-by.

DUTIES AND RESPONSIBILITIES

The specific duties and responsibilities of the position include:

- Organizes the probation office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers, parolees, and persons on supervised release.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services, and promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court of jurisdiction which includes promulgating policies, procedures, and guidelines to meet the unique needs of the court, as well as standards to ensure an appropriate level of service delivery.
- Establishes and maintains cooperative relationships with other local court executives to ensure appropriate level of service delivery to the court.
- Selects and recommends candidates for appointment as Probation Officers to the court and appoints all non-officer personnel; ensures that all personnel are carefully selected and adequately trained, and makes certain the work of all subordinates is systematically evaluated.
- Manages staff of the office including all clerical, professional, supervisory, and administrative personnel; authorizes all personnel actions including promotions, salary increases, disciplinary actions, and dismissals within the probation office.
- Promotes and ensures a safe and harassment-free work environment and fosters other conditions that encourage staff commitment, enthusiasm, and positive morale.
- Directs financial service functions of the office, including management of the annual budget and oversight of purchasing, contracting, and accounting functions in compliance with U.S. Government and Judicial Branch regulations and controls.
- Makes estimates of personnel, space allocation, operating allowances, and other district needs, approves requisitions, certifies vouchers for payment, and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse and mental health treatment of clients.
- Establishes and administers continuing in-service training programs to ensure high quality service delivery through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels.
- Provides qualitative and quantitative measures of work performance, and assures accountability with minimal interference to service delivery; utilizes evidence-based principles to consistently evaluate and improve organizational performance.
- Maintains liaison with the Chief Judge and other judges; makes specific recommendations regarding court related criminal justice issues with emphasis on matters relating to sound sentencing and supervision practices.

DUTIES AND RESPONSIBILITIES (cont.)

- Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively;
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Develops and maintains a public relations program that explains probation, parole, and other correctional services to the community.
- Interacts with other agencies to enable the best correctional practices are utilized.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Performs related duties as required by the court

MINIMUM QUALIFICATION REQUIREMENTS

To minimally qualify for the position, candidates must possess the following:

A bachelor's degree from an accredited college or university and at least three years of specialized work experience earned after the bachelor's degree has been conferred. This experience must demonstrate progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community corrections, probation or pretrial. Experience as a police officer, FBI agent, customs agent, marshal or similar positions *does not* meet this requirement.

To qualify for appointment at JSP grade 17, candidates must have an additional three years of substantial management experience. This experience also must be earned after the bachelor's degree has been conferred and is defined as high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Examples of job titles reflective of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Example of job titles within the judiciary would include any of the court unit executive or type II second-in-command titles and assistant deputy chief probation officer or assistant deputy chief pretrial services officer titles.

Maximum Entry Age for Law Enforcement Retirement Coverage: *There is no “maximum entry age” for this position; however, candidates who wish to be included under federal law enforcement officer (LEO) retirement provisions must meet “maximum entry age” provisions as follows:* 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 age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) 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 officer experience subtracted from their age to determine whether they meet the maximum age requirements. Such candidate must also meet medical requirements. More information on medical requirements can be found through the Probation and Pretrial Services page on the federal judiciary’s national website at www.uscourts.gov. Candidates who do not meet “maximum entry age” provisions may be appointed in this position in a non-LEO classification.

COURT-PREFERRED QUALIFICATIONS

Candidates who possess the following are preferred and will be ranked highest for consideration:

- Specialized work experience as defined in the minimum qualifications section that includes one or more years in a position equivalent to a federal grade level GS-13, JSP-13 or CL 29.
- Substantial management experience as defined in the minimum qualifications section of this announcement.
- Substantial knowledge of and management experience in a Probation and/or Pretrial Services office (experience in a Federal office is highly preferred).
- Completion of a graduate degree in a closely related field from an accredited university.
- Proven leadership skills that include an adaptable, engaging and solution-oriented communication style.
- Proven problem-solving abilities that demonstrate an ability to gather and analyze relevant data and work collaboratively with others.
- Well-developed analytical and writing skills, including the ability to accurately, clearly, and concisely summarize technical information.
- Knowledge of the United States Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.
- Knowledge of federal judiciary strategic direction, policies and procedures.
- Strong organizational leadership and management skills that include the ability to coach and develop staff, and to plan, implement and manage organizational change.
- Experience resolving complex personnel issues and developing and implementing programs to recognize and motivate staff.
- Demonstrated commitment to and expertise in evidence-based supervision practices and treatment, and the development of organizational practices rooted in evidence-based principles to improve offender outcomes and reduce recidivism.
- Experience with specialized problem-solving projects and initiatives and a vision for collaborative approaches to offender supervision.

APPLICATION PROCESS

Applicants must submit: 1) an introductory cover letter that includes a brief summation of the applicant's management philosophy and preference for duty station assignment in either Sacramento or Fresno, 2) a chronological resume, 3) a completed form AO 78, Application For Judicial Branch Employment (found on the "Careers" page of the court's website at www.caed.uscourts.gov), and 4) a list of at least three professional references. **Materials must be submitted via email as a PDF document by no later than 4:00 p.m., on Friday, April 12, 2019** to:

CAED-HR@caed.uscourts.gov (please reference #2019-06 in the subject line of your message)

Only applicants who possess the stated minimum qualifications will be considered for this position. Incomplete materials will be disqualified. Materials will be evaluated for quality, length and relevance of experience, education, training. Applicants ranked highest will be invited to an in-person interview. Candidates not selected for an interview will be notified of their non-selection upon the conclusion of the recruitment process.

MISCELLANEOUS INFORMATION FOR APPLICANTS

- Employees of the Federal Judiciary serve under "Excepted Appointments". Employment in a non-Law Enforcement Officer (LEO) classification is considered an "at-will" status and for LEO classifications a "for-cause" status. While Federal Government Civil Service classifications and/or regulations do not apply, court employees are entitled to the same benefits as other Federal Government employees, such as:
 - Accrual of 13 days of paid vacation for each of the first three years of service; 20 days for each of years three through fifteen; and 26 days for each of years fifteen and higher.
 - Observe 10 paid national holidays per year.
 - Optional participation in the Federal Employees Health Insurance Benefits program, Federal Employee Group Life Insurance program, dental and vision insurance programs and flexible spending account programs.
 - Participation in the Federal Employees Retirement System (FERS) that includes a retirement pension program and optional participation in the Thrift Savings Plan.
- As a condition of employment, the selected applicant must successfully complete a ten-year background investigation and is subject to recheck every five years thereafter. This investigation includes a full-field investigation, FBI criminal history check, IRS tax check and credit report check. All information provided by applicants is subject to verification and investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- As a condition of employment, the selected applicant will be required to submit to random drug testing which may occur at any time during employment.

- Employees of the Federal Judiciary are required to adhere to the Code of Conduct for Judicial Employees. A copy will be provided to applicants upon request.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.
- Participation in the interview process will be at the applicant's own expense.
- Applicants must be either United States citizens or eligible to work for the United States government.