



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

JSP Pay Table:

SAC Pay Table - Sacramento

JSP 14: \$135,107 - \$175,641 per annum

JSP 15: \$158,920 - \$191,900 per annum

JSP 16: \$186,384 - \$204,000 per annum

FN Pay Table – Fresno

JSP 14: \$122,544 - \$159,309 per annum

JSP 15: \$144,143 - \$187,381 per annum

JSP 16: \$169,053 – 204,000 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 JSP-16) and Step from their current pay table to pay table of duty station. The agency is unable to match locality pay.)

U.S. PROBATION OFFICE EASTERN DISTRICT OF CALIFORNIA

Vacancy Announcement: 24-09

Deputy Chief Probation Officer (Type II)

LOCATION: [Sacramento](#) or [Fresno](#)

REPORTS TO:

STATUS: Full-Time Permanent

Chief Probation Officer

POSTED: 10/10/2024

CLASSIFICATION: JSP 14 to 16
(Depending on Qualifications)

CLOSING DATE: 8 AM on 11/4/2024

The U.S. Probation Office for the Eastern 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 Eastern District of California prides itself on cultivating an environment where wellness and personal accountability are not just encouraged but are the cornerstones of our organizational culture. This commitment to fostering a flexible work atmosphere ensures that every outcome is not only achieved but maximized, allowing our staff to fully leverage their unique strengths. Our dedication to collaboration and creativity is evident in our support for personal growth within a psychologically safe space that promotes continuous learning. We seek individuals who not only understand the importance of each staff member's contributions but also embody a profound sense of humility and respect towards their peers and the broader court community. It is this blend of personal development and collective harmony that makes the Eastern District of California a paragon of judicial excellence and a nurturing ground for both professional and personal advancement.

The Eastern District of California includes 34 counties in the central valley from the Oregon border to Bakersfield. District Headquarters is located in Sacramento, and a divisional office is located in Fresno. There are currently field offices in Roseville, Elk Grove, Redding, Modesto, Visalia, and Bakersfield.

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 Eastern District of California. The Deputy Chief is a senior member of the upper management team. This position is the second-in-command to the Chief Probation Officer. The Deputy Chief provides leadership to/works with the managers/supervisors 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.

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

Representative Job Duties and Responsibilities:

- Participates in the organization and management of the office to insure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of offenders in the community.
- 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; pays particular attention to travel, leave, and scheduling of work hours.
- Supervises administrative work to include inventorying and ordering equipment and supplies, preparing statistical reports and personnel papers, maintaining files and records, and disposing records.
- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Assists in establishing and maintaining cooperative relationships with other U. S. probation officers to assure all requests for assistance from other districts are met promptly and effectively.
- 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, supervised release, 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.
- Occasionally, the Deputy Chief may perform the duties of a probation officer or supervising probation officer.
- Performs related duties as required by the chief probation officer and the court.

Minimum Qualification Requirements:

Educational Requirements:

A four-year degree from an accredited university with specialization in one or more of the social sciences appropriate to the position is required. Completion of a graduate level degree relevant to the position is preferred.

Specialized Experience

Six years of progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community corrections, probation or pretrial 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 as a police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigation experience, *does not* meet the requirements of specialized experience.

Specialized experience must be earned after the bachelor's degree has been granted. At least one year of the experience must be at or equivalent to a JSP 13 or CL 29. Experience working as a manager/supervisor within either a Federal Pretrial Services office or Federal Probation office is highly preferred.

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 able to work in a collaborative, team-oriented approach with the CUSPO and managers/supervisors.
- 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.
- Experience as a Supervising U.S. Probation Officer in the U.S. Courts is preferred.

Background Investigation, Drug Screening and Medical Standards

U. S. Probation 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.

Special Working Conditions:

This position will be required and expected, as necessary, to travel to other various offices throughout the District to conduct agency business. This may include overnight travel.

Application Process:

To apply for this 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 summarizing your management philosophy, leadership style, and core values that you will bring to the position
- a supplemental document limited to two pages addressing experience with human resources, budget, procurement, and project management
- a detailed resume
- a list of at least three professional references
- AO-78, Federal Judicial Branch Application for Employment, Revised 5/2024 (download from <http://www.caep.uscourts.gov> or <http://www.uscourts.gov>)
- please email the titled pdf document (**Last Name – First Name – 24-09**) to caep_hr@caep.uscourts.gov

Failure to submit the cover letter, supplemental, resume, references, and AO-78, 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 5/2024. 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 U.S. 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 U.S. Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts. The individual's duty station is at the discretion of the Chief.
- The U.S. Probation Office is not authorized to reimburse candidates for testing, interviewing, 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 officer's performance will be monitored closely during the first year in this position.
- More than one position may be filled from this announcement.
- Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.
- **Applications received after 8 AM PST on 11/4/2024 will not be considered.**
- The U.S. Probation Office for the Eastern District of California is an Equal Opportunity Employer.