



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

Sacramento Pay Table:

SAC Pay Table - Sacramento

CL-31: \$129,891 - \$195,200 per
annum

Fresno Pay Table:

FN Pay Table – Fresno

CL-31: \$117,769 - \$191,394 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-31) 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: 25-01

Assistant Deputy Chief Probation Officer (Type I)

LOCATION: [Sacramento or Fresno](#)

REPORTS TO:

STATUS: Full-Time Permanent

Chief Probation Officer

POSTED: 1/7/2025

CLASSIFICATION: CL-31

CLOSING DATE: 5 PM PST on 1/20/2025

The U.S. Probation Office for the Eastern District of California seeks a highly organized Assistant Deputy Chief Probation Officer Type I 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.

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. The District Headquarters is based in Sacramento, with a divisional office in Fresno. There are field offices in Roseville, Redding, Modesto, Visalia, and Bakersfield.

The Assistant Deputy Chief Probation Officer Type I assists the Chief U.S. Probation Officer in all areas of the administration and management of the U.S. Probation Office in the Eastern District of California. The Assistant Deputy Chief is a senior member of the upper management team, who provides leadership to managers/supervisors in formulating, supervising, and implementing initiatives to achieve organizational goals. The ideal candidate will have thorough knowledge of Federal Probation, a strong operational background, and possesses extensive management experience.

The position will manage supervisors and other staff, and is responsible for district operations as assigned by the Chief Probation Officer and Deputy Chief Probation Officer (Type II).

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

Representative Job Duties and Responsibilities:

- Working with other senior managers in a collaborative, team-oriented approach; 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 timelines for completion.
- Manage, develop, and mentor supervisory probation officers, including, but not limited to, establishing standards, evaluating performance, and conducting quality control review of their work products.
- 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 case work, including case plans, correspondence, and supervision/presentence investigation reports, to ensure that recommendations made by supervisors or officers to the court are in compliance with national, local, and agency policies, procedures, court-specified conditions, and administrative practices.
- Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, and staff, as well as provide technical guidance to the court, other judicial personnel, managers, and line officers 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 persons under supervision in the community. 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 or the Deputy Chief Probation Officer (Type II).
- Oversee special projects such as the Continuity of Operations Plan (COOP) as assigned by the Chief Probation Officer or the Deputy Chief Probation Officer (Type II).
- Facilitate and mediate highly complex personnel matters and ensure/maintain confidentiality in this regard.
- 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 Eastern 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. Probation and Pretrial officers 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, may perform any or all duties of a supervisor or a probation officer, including investigating and/or supervising persons under supervision.
- Performs related duties as required by the Chief U. S. Probation Officer, Deputy Chief Probation Officer (Type II), and the Court.

Minimum Qualification Requirements

Educational Requirements: The completion of a bachelor's degree is required from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position is required. Completion of a graduate level degree relevant to the position is desirable.

Specialized Experience: 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.

Progressively responsible experience is 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. Experience as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.

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.

This progressively responsible experience will have provided opportunities to demonstrate:

- skill in developing the interpersonal work relationships needed to lead a team of employees,
- ability to exercise mature and sound judgment,
- thorough knowledge of the concepts, principles, and theories of management,
- ability to understand and implement the managerial policies applicable to the court unit, and
- 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 persons under supervision and presentence investigation experience of which a minimum of one year of specialized experience will be at or equivalent to a CL-30 Supervising Probation Officer in the U.S. Courts.

Background Investigation, Drug Screening, and Medical Standards

U. S. Probation Officers transferring without a break in service 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 specific qualifications and 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 – 25-01**) 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, 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 U.S. Probation Officer.
- 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.
- 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 5 PM PST on 1/20/2025 will not be considered.**
- The U.S. Probation Office for the Eastern District of California is an Equal Opportunity Employer.

Job Title	Assistant Deputy Chief Probation/Pretrial Services Officer	CL-**
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Job Summary

The Assistant Deputy Chief Probation/Pretrial Services Officer performs professional and managerial work related to supervision and oversight of the full range of operational duties which encompass the investigation and supervision of offenders/defendants. The incumbent functions as the highest level court operations manager that is not a court unit executive or Type II Deputy. The Assistant Deputy Chief is responsible for managing first-line supervisors at one or more offices, as well as overseeing a full range of district-level operational and administrative duties. The incumbent also manages certain technical and administrative staff.

Representative Duties

- Oversee and manage activities within one or more probation/pretrial services offices. Manage, develop, and mentor supervisory officers and support staff, including establishing standards, evaluating performance, handling disciplinary actions, and recommending new hires, personnel actions, and terminations. Oversee the daily operation of the department, including establishing priorities and setting deadlines. Conduct staff meetings and communicate operational status and relevant information to supervisors and staff. Develop office policies pertaining to personnel management, planning, efficiency, and quality control. Manage administrative aspects of office operations, such as evaluating and approving leave requests, and procuring office equipment and resources. Determine office needs, including personnel needs, space requirements, fiscal needs, etc.
- Complete periodic status reports within the required time frames. Review and approve financial reports, including agency expenditures. Ensure that statutes, regulations, and guidelines pertaining to federal offenders'/defendants' pre-sentence and pretrial matters are applied and adhered to. Ensure that supervisors understand federal and Administrative Office policies and procedures.
- Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, and staff.
- Assist other senior managers and the unit executive with making operating decisions, including allocating resources, developing policies and strategies, and initiating new programs. Meet with other senior management and executives to review budget allocations, supervision issues, and policy developments. Travel to district branch offices to assess and evaluate activities among offices.
- Establish and monitor programs which implement change management and quality control techniques. Organize work processes to optimize the use of time and resources, ensuring results meet expectations. Use statistical reports to monitor the management of cases and take appropriate action. Serve as liaison between staff and the court or related agencies, as applicable.
- Communicate and respond to requests from upper management regarding divisional operations, keeping them well-informed. Ensure employees receive process, policy, and procedural systems training, including initial, updated, or remedial training. Ensure supervisory coverage through effective delegation of authority.
- Review and edit written work (including case plans, correspondence, and reports that are submitted to the court), ensuring that recommendations made by supervisors or officers to the court adhere to local and national policy and guidelines. Develop short-term and long-range workforce plans. Ensure adequate coverage for office activities, court appearances, etc. Conduct audits and reviews of case work. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- Communicate clearly and effectively, both orally and in writing. Explain complex information, concepts, rules, and regulations to individuals and groups with varying experience and backgrounds, including counsel, law enforcement, collateral agency personnel at different government levels, community service providers, and offenders/defendants.
- Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.

Job Title	Assistant Deputy Chief Probation/Pretrial Services Officer	CL-**
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Demonstrate sound ethics and good judgment at all times. Handle confidential information in a careful and deliberate manner.

- Monitor the work of vendors and contractors, including negotiating terms of agreement, evaluating work, ensuring contract terms are met, and completing related activities.
- May perform any or all duties of a probation or pretrial services officer, including investigating and/or supervising offenders/defendants.

Competencies (Knowledge, Skills, and Abilities)

- Demonstrate and apply a thorough understanding of the roles, functions, practices, and procedures of federal probation and/or pretrial services offices. Display a clear understanding of the roles, responsibilities, and relationships among the state and federal courts and other federal agencies. Demonstrate thorough knowledge of judicial processes and procedures and how they relate to officers' roles and responsibilities. Apply knowledge of available community resources to best serve the unit and its mission. Exhibit appropriate techniques in investigating offenders/defendants.
- Display proficient knowledge of the *Bail Reform Act*, sentencing guidelines, statutes, *Federal Rules of Criminal Procedure*, and applicable case law. Follow changes in the law and other forms of guidance. Exhibit proficiency in counseling offenders/defendants regarding necessary compliance with conditions of their release. Display skill in compiling and summarizing information within established timeframes. Demonstrate competence regarding district level budget object codes, allocation procedures and related financial operations. Display a clear understanding of budget preparation and administration.
- Demonstrate skill in analyzing and summarizing legal concepts and issues, legal reasoning, and critical thinking. Display skill in supervising offenders/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Exhibit skill in counseling offenders/defendants to maintain compliance to conditions of their release. Display skill in evaluating and applying sentencing guidelines. Demonstrate the ability to follow safety procedures. Demonstrate skill in discerning deception and act accordingly.
- Apply knowledge of supervisory and employee management principles through fairly and equitably assigning, prioritizing, monitoring, and reviewing work assignments. Display performance management skills through assessing and documenting employees' performance objectively and equitably against established goals and objectives within a specific rating period. Exhibit proficiency in managing personnel issues and recommending or taking appropriate action. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use effective mediation and problem solving skills when managing conflicts in the workplace.
- Display the ability to effectively represent the probation/pretrial services unit among work groups and between the court and external organizations. Demonstrate proficiency in problem solving, troubleshooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.
- Demonstrate proficiency in the use of automated equipment including word processing, spreadsheet, database applications, and applicable automated systems, websites, and other computer-based systems used by the court. Display the ability to manage new local and national applications. Use computer software, internet, and automated systems to perform record checks, track detection tests results, conduct research, compile criminal history information, and complete similar activities.

**Classification Level (CL) to be assigned by court unit based on established rules for classifying supervisory/managerial positions. See the *Human Resources Manual*, Chapter [2.5 Classifying Supervisory/Managerial Positions](#).