

U.S. District Court, Eastern District of California



POSITION ANNOUNCEMENT

Chief Probation Officer

Announcement #: 2015-05	Duty Station: Sacramento or Fresno, CA*
Application Deadline: Monday, March 16, 2015	Salary Range: JSP 14 - JSP 17**

- * The court will consider the selected applicant’s preference for a duty station assignment in either location.
- ** Sacramento salary range: \$105,580 - \$181,711
Fresno salary range: \$98,633 - \$169,756

Due to the planned retirement of the current incumbent, the court is seeking applicants for a chief probation officer position. The position is under the administrative direction of the chief judge and is directly responsible for the administration of the Federal Probation office in the Eastern District of California. This includes managing 57 officers and 34 support staff who are located in offices through the judicial district (i.e., in Sacramento, Fresno, Elk Grove, Redding, Roseville, Modesto, Visalia and Bakersfield.) Duties and responsibilities include:

- Organizes and manages the probation offices in the district 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; promulgates policies, procedures and guidelines necessary to meet those requirements.
- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as probation officers to the court and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Manages the staff of the office including all clerical, professional, supervisory and administrative personnel.
- Makes estimates of personnel, space allocation and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in matters pertaining to travel expenses and purchases of service, equipment and supplies.

- 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.
- Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- 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.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program that explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media. Monitors community events and issues with special attention on alleviating hazardous office and field incidents.

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: Three years of progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community corrections, probation or pretrial programs is required. Experience as a police officer, FBI agent, customs agent, marshal or similar positions *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 within either a Federal Pretrial Services office or Federal Probation office is highly preferred.

Maximum Entry Age For Law Enforcement Retirement Coverage: *There is no “maximum entry age” for this position; however, in order to be included under federal law enforcement officer retirement provisions, an individual would have to 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 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 officer experience subtracted from their age to determine whether they meet the maximum age requirements.

Application Process

Applicants who wish to be considered for this position must submit the following: 1) an introductory cover letter that includes a brief summation of the applicant's management philosophy and his or her preference for duty station assignment, 2) a chronological resume, 3) a salary history and 4) a list of at least three professional references. **Materials must be submitted via email as PDF or Word documents by no later than 4:00 p.m., on Monday, March 16, 2015** to:

CAED-HR@caed.uscourts.gov (please reference #2015-05 in the subject line of your message)

Only applicants who possess the stated minimum qualifications will be considered for this position. Materials that meet the minimum qualifications will be reviewed by a panel. The panel will evaluate the materials for relevant experience, education, training and the professionalism of the materials submitted. Those applicants who are deemed best qualified by the panel will then be invited to an in-person interview.

Candidates who are not selected for an interview will be notified of such at the conclusion of the recruitment process.

Miscellaneous Information for Applicants

- Employees of the Federal Judiciary serve under “Excepted Appointments” and are considered “at-will” employees. Federal Government Civil Service classifications and/or regulations do not apply; however, 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, life insurance program, dental and vision insurance programs and flexible spending account programs.
 - Participation in 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, subject to recheck every five years thereafter. 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 the course of his or her 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 and relocation expenses will not be provided.