

U.S. PROBATION OFFICE
Central District of California

Date: February 8, 2010
Position Title: Assistant Deputy Chief U.S. Probation Officer
Classification Level: CL 30 (\$86,155 - \$140,020) or CL 31 (\$101,326 - \$155,500)
Closing Date: March 1, 2010
Vacancy No.: 10-103
Location: Los Angeles

OVERVIEW

The Assistant Deputy Chief U.S. Probation Officer (ADCUSPO) assists the Deputy Chief (DCUSPO) and Chief (CUSPO) Probation Officer in the administration and management of federal probation supervision services within Central District of California. The ADCUSPO oversees offices/units consisting of supervisors, line officers and support staff.

The Central District of California serves seven counties and has 28 authorized district judgeships, 10 senior judges, 23 magistrate judges and 1 part-time magistrate judge. The Central District of California consists of 280 employees spread among 13 office locations. Staff includes probation officers, administrative and clerical support positions. The workload in the district entails supervision of over 5,000 probationers, parolees, and persons on supervised release, and the preparation of approximately 2,000 presentence investigations annually.

REPRESENTATIVE DUTIES

- Assists the DCUSPO and CUSPO in the formulation, implementation, and evaluation of probation and parole policies, as well as administrative policies, procedures, and programs in the district.
- Assists in the selection of professional and support staff appointments.
- Oversees supervision of all staff and related work products in area of responsibility, and participates in systematic analysis of performance for all subordinates.
- Assists in identifying and correcting performance and/or conduct problems.
- Participates in the budget process to determine best allocation of funds and needs, and in estimating costs in the areas of personnel, space allocation, travel expenses, and purchases of services, equipment and supplies.
- Monitors or performs team reviews of supervision units for quality control purposes.
- 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 that encourages high staff loyalty, enthusiasm, and morale.
- Frequently visits and attends unit meetings, at a minimum quarter, for each office in area of responsibility.
- Identifies training needs for supervision staff.
- Participates in public relations which explain probation, parole, 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, may perform the duties of a probation officer or supervising probation officer.
- Performs related duties as required by the DCUSPO, CUSPO, and the Court.

QUALIFICATIONS

To qualify for the position of ADCUSPO applicants must have a minimum five (5) years specialized experience as a U.S. Probation/Pretrial Officer with at least one year of experience as a Supervising Officer at or equivalent to a CL 29 to qualify at the CL 30 level, or one year experience at or equivalent to a CL 30 to qualify at the CL 31 level. Only specialized experience earned in the federal court system after receipt of a bachelor's degree will be considered.

Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling and guidance of adult offenders in community correction programs. 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 does not meet the requirements of specialized experience.

PERSONAL ATTRIBUTES, SKILLS & QUALIFICATIONS

The successful 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 adaptable to change and able to lead major change initiatives.
- Have project management experience.
- Be able to demonstrate basic understanding of IT, HR, Budget, Procurement, and other administrative functions and their relationship to each other.

ADDITIONAL INFORMATION

The U.S. Probation Office is located within the Judicial Branch of the United States Government, and requires its employees to adhere to a Code of Conduct. 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.

As a federal employee, you will have a wide variety of medical plans from which to choose. Options for dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in the Federal Employees Retirement System (FERS) with enhanced law enforcement benefits. Up to 5% matching on retirement savings (401k equivalent). Generous accrual of paid time off.

The Federal Financial Reform Act requires direct deposit of federal wages for employees. Starting salary depends on experience, education and current base pay. We are an Equal Opportunity Employer.

HOW TO APPLY

Interested applicants should send the following requested documents to Human Resources by the closing date:

1. *Letter of Interest* - Address how your background, skills, and experience meet the qualifications listed.
2. *Resume* - Include key career accomplishments.
3. For External Applicants Only: Federal Judicial Branch - Application For Employment (AO78) - Obtain by visiting: <http://www.uscourts.gov/forms/AO078.pdf>

Please send to:

U.S. Probation Office
Attn: Human Resources (10-103)
312 N. Spring St., 6th Floor
Los Angeles, CA 90012
E-mail: cacp_hr@cacp.uscourts.gov

Unfortunately, we are unable to reimburse candidates for travel in connection with an interview or pay relocation expenses. This position will be filled in accordance with the Equal Employment Opportunity Plan of this court. The selection process will place an emphasis on performance, professional accomplishments, interpersonal and leadership skills, and commitment to organization goals that emphasize high personal standards, proficiency, and ethical behavior.

Application packets received by the closing date of this job position will be considered first by the hiring panel. If a selection is not made from the initial group of applicants, applications received after the closing date will be considered for the position.

UNITED STATES PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER

