

U.S. PROBATION OFFICE
Central District of California

Date: April 8, 2015
Position Title: Supervising U.S. Probation Officer – EBP Coordinator
Classification Level: CL 29 or CL 30 (Depending on Experience, Table 64)
Closing Date: April 30, 2015
Vacancy No.: 15-104
Location: Office Within District

The United States Probation Office, Central District of California has an opening for an Evidence Based Practices (EBP) Program Coordinator - Supervising U.S. Probation Officer (SUSPO) position. The EBP-SUSPO will serve as the district's authority on EBP programs and their relationship to the reduction of recidivism for all officers and supervisors. The EBP-SUSPO will establish specific training, monitoring and evaluation plans regarding offender initiatives with clearly defined measures and outcomes. The EBP-SUSPO will develop programs and coordinate with local, county, state and federal providers/agencies in creating a comprehensive multi-agency collaboration to improve offender management and re-entry policies and practices.

The EBP-SUSPO will routinely collect and analyze evaluation data and assist in fidelity checks in EBP program initiatives. The position will also be responsible for coordinating and developing outcome-driven strategies and implementing specific interventions that have demonstrated success in reducing recidivism. The EBP-SUSPO will report primarily to the Deputy Chief Probation Officer (DCUSPO).

REPRESENTATIVE DUTIES

As the EBP-SUSPO, the main duties will be to:

- Oversee the planning, development, implementation and organization of the agency's EBP program, and its policies, guidelines and procedures. Analyze the effectiveness of the EBP programs and recommend improvements, as needed.
- Develop and coordinate programs to implement EBPs, including appropriate assessment instruments to identify risks, needs, and treatment. Determine and evaluate available resources.
- Collect statistical data regarding the EBP programs utilized in the district and their outcomes to determine effectiveness. Develop a system to review existing and new EBP research findings.
- Serve as the primary resource and expert to the Court and staff in training, implementing and evaluating EBP programs and techniques. Guide, advise, train, and make recommendations to the Court and staff in cases involving EBP programs.
- Present and participate in on-going EBP training and educational opportunities to further develop and/or enhance EBP program techniques and skills for staff. Provide Administration and staff with ongoing updates related to changes with EBP programs and research.
- Track EBP developments in research and the law, and update staff and the Court as appropriate.
- Conduct training for staff in the utilization of EBP programs and practices.
- Prepare, communicate and maintain up-to-date written procedures to ensure overall understanding and consistency within the district.
- Respond to Court and staff requests for information and advice. Testify in Court as to the basis and efficiency of EBP programs and applications if requested. Make formal presentations to interested groups.
- Participate in EBP administrative level planning and provide advice, consultation and program direction.
- Work with independent and/or contracted researchers to analyze operational questions, problems, trends, and areas for efficiency/improvement related to the data being developed and analyzed. Also work with researchers in measuring the fidelity of treatment programs. Provide recommended treatment design adjustments based on data analysis of fidelity and outcome measures.
- Ensure treatment designs adhere to research-based evidence on the effectiveness of reducing recidivism, including but not limited to issue of dosage, treatment intensity, and delivery factors.
- Assist with STARR implementation and fidelity. If deemed appropriate by management, will become a STARR coach, to include serving as lead STARR coach.
- Assist Administration in identifying and monitoring contract vendors providing EBP related services.

- Coordinate with PSR unit to incorporate relevant offender information to assist in risk assessment and development of supervision plans.
- Collaborate with officers in case planning and the evaluation of offenders; assist officers in meeting the needs of offenders with complex problems and circumstances.
- Help staff identify the need for and develop community resources.
- Perform SUSPO functions such as confront or address staff issues, carry out disciplinary actions when required, complete performance evaluations, manage workflow, and oversee facility.
- Conduct unit meetings, and serve as a communication catalyst and link between staff and Administration.
- Assume additional responsibilities as required by the Administration.

QUALIFICATIONS

Applicants for the position must have a minimum of five years federal probation/pre-trial officer experience, and at least one year as a SUSPO. Broad knowledge of the criminal justice system. Comprehensive knowledge of evidence-based practices programs, theories and research. Comprehensive knowledge of federal probation and parole legal requirements, policies and procedures. Thorough knowledge of investigative and supervision techniques. Familiarity with a wide variety of resources. Ability to work under deadlines. Ability to exercise sound judgment, analyze situations and determine appropriate solutions to problems. Ability to be flexible and adapt to unanticipated needs and problems. Must possess the leadership skills required to lead and motivate staff, and provide counseling and training as required. Expert knowledge of resources available. Substantial experience developing court correspondence and attending violation hearings. The successful applicant must have strong skills in conflict management, project management, organizational/time management, problem-solving, showing initiative, working independently, cultivating teamwork, professional ethics, thinking creatively, analyzing information and making recommendations. Ability to maintain confidentiality and interact tactfully with a wide variety of individuals. Ability to work as part of a team.

In addition, applicants must have completed Foundations of Management or must complete the course within six months of being offered the position. To qualify for a CL30, you must have been in a CL29 position for a minimum of one year. (If the selected applicant is currently at a CL28 level, he/she will be promoted to a CL29 upon selection, and will then be eligible for a promotion to a CL30 after one year at a CL29.)

HOW TO APPLY

Interested applicants should send the following 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. Two (2) most recent performance evaluations.

Please send to:

U.S. Probation Office
 Attn: Human Resources (#15-104)
 312 N. Spring St., 6th Floor
 Los Angeles, CA 90012
 E-mail: cacp_hr@cacp.uscourts.gov



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