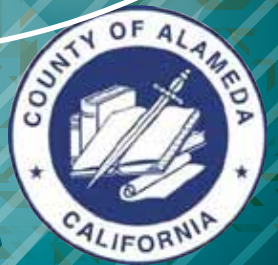


ALAMEDA COUNTY PROBATION DEPARTMENT

DEPUTY CHIEF PROBATION OFFICER



Alameda County Government

Alameda County was established in 1853 and operates under a charter form of government. The City of Oakland is the County Seat and is also the largest city in Alameda County. The County is governed by a five-member Board of Supervisors that is elected on a non-partisan basis from the districts in which they live, and serve four year staggered terms. The Board is responsible for setting policy, overseeing all County operations, approving the organization's annual budget, and representing the County in a number of areas including its numerous special districts and regional agencies. The Board of Supervisors appoints the County Administrator, who is charged with overseeing County operations and services, and developing the overall budget.

The County is supported by over 9,000 employees with an annual budget of nearly \$2.7 billion. As a major urban county, Alameda delivers a full spectrum of services, including general government and internal services, health care, social services, public works, criminal justice and other public safety services for its citizens. Alameda County's mission is to enrich the lives of its residents through visionary policies and accessible, responsive and effective services. Its vision is to be recognized as one of the best counties in which to live, work and do business.

The Probation Department

Under the leadership of Chief LaDonna Harris, the Alameda County Probation Department (ACPD) serves the people of Alameda County, in partnership with the County Board of Supervisors, the County Administrator and a team of talented and committed professionals. There are four primary divisions within the Probation Department: Juvenile Facilities, Juvenile Field Services, Adult Field Services and Administration. Each operating division is headed by a deputy chief probation officer. The Probation Department has approximately 660 budgeted staff. The annual budget for fiscal year 2015-16 is approximately \$117 million.

Although the populations adjust constantly, there are approximately 2,000 youth and 13,000 adults on probation in Alameda County. Of those 15,000 individuals under the supervision of the Probation Department, nearly 50% live in the City of Oakland, 15% live in Hayward, 6% live in San Leandro, and 6% live in Fremont with all other cities in the county totaling less than 5% of the probation population. Of the 15,000 youth and adults on probation in the county, 50% are African American, 22% are Latino, 20% are Caucasian and 3% are Asian.

THE DEPARTMENT'S DIVISIONS ARE DESCRIBED BELOW:

Adult Field Services

The Adult Field Services Division provides pre-sentence investigations and sentencing recommendations for all persons convicted of a felony offense. Probation officers investigate, evaluate, and report on offenders referred by the court as mandated by Penal Code Sections 1203, 1202.8, 1202.7 and 1203.097. The Adult Division provides community supervision to clients released from custody and placed under the jurisdiction of the department, to ensure compliance with the terms and conditions of their release and provide rehabilitative services designed to reduce recidivism.

Juvenile Field Services

The Juvenile Field Services Division provides mandated intake and investigation services for youth who are arrested and delivered to Juvenile Hall or who are referred to the Probation Department by a notice to appear. Youth who are placed on probation and remain in the community are supervised to ensure compliance with the court-ordered conditions of probation, and receive services aimed at reducing continued delinquency. Supervision of youth is determined by the risk classification of low to high through utilization of a validated risk and needs assessment.

Facilities

Juvenile Hall

The Alameda County Juvenile Justice Center (JJC) contains a 24-hour secure detention facility with a rated capacity of 360 youth and daily average of 153 youth. Youth are placed in the facility pending court proceedings, while awaiting placement, or are ordered detained by the Court. Juvenile Hall staff are responsible for the care, custody and control of, and programming for detained youth in a manner consistent with Title 15 of the California Code of Regulations. Expanded medical and mental health services and treatment are provided through partnerships with Alameda County Behavioral Health Care Services and Children's Hospital Oakland. Home Supervision, Global Positioning Satellite (GPS), and the Weekend Training Academy are programs offered as alternatives to detention.

Camp Wilmont Sweeney (CWS)

CWS is a 6-12 month court-ordered commitment program for male youth, ages 15-19. The program offers treatment, rehabilitation and education within a structured living environment, as a placement alternative to group homes and the State Department of Juvenile Justice (DJJ). CWS is an open setting, not secured by physical barriers. This residential treatment program can accommodate 60 youth with a daily average of 54 youth, and is designed to reduce recidivism through appropriate treatment using evidence-based principles that have the most positive impact.

The Department recently facilitated and finalized a 30-month strategic planning process. The strategic planning process diagnosed the department challenges, provided the dialogue and vehicle to lay out the guiding principles for transformative practice and most importantly, conceived and jump started the implementation of a coherent set of actions. The strategic plan presents a new vision and mission statement for the Department; outlines a set of nine drivers of reform; articulates five major strategic goals; and provides an overview of key programmatic & operational initiatives designed to support those goals. A more detailed implementation plan has been developed for each of the program areas to create a seamless and integrated approach to the department's work. The work on the strategic plan has already started with the **department-wide roll out of Integrated Behavioral Intervention Strategies (IBIS) and the recent opening of the Adult Transition Day Reporting Center**. The Deputy Chief Probation Officer will play a critical role in leading their respective divisions through this period of organizational change/growth.

Our Vision

We are committed to becoming the best Probation Department in the country.

Our Mission

The mission of the Alameda County Probation Department is to protect the public safety by providing supervision, services, support and opportunities to our clients on behalf of the people of Alameda County through quality supervision, leadership, services and effective partnerships.

For additional information visit the Probation Department's website at <http://www.acgov.org/probation>.

The Deputy Chief Probation Officer Position

The Probation Department is currently recruiting for a Deputy Chief Probation Officer. The position reports directly to the Assistant Chief or Chief Probation Officer and directs up to 4 mid-level managers. As part of the department's management team, the deputy chief's



primary responsibility is to plan, organize and direct the programs, services and administrative operations of a major functional division of the Probation Department. The deputy chief advises executive management on programmatic services, financial needs and challenges within their division. The deputy chief is also responsible for participating in and representing the department at community functions and meetings with external stakeholders related to their programs.

The Alameda County Probation Department is seeking a deputy chief probation officer with significant experience managing probation programs, services and/or facilities with solid organizational, administrative and people skills, and an unwavering commitment to probation reform and culture change. The successful candidate will be appointed to one of the divisions listed below and must have the skills and ability to address the specific challenges and opportunities within that division:

- **Adult Field Services:**
Support the department in the opening of the new Adult Transition Day Reporting Center. Oversee and ensure that AB109 programs and services operate in alignment with the department's goals, objectives and funding requirements. Successful candidates must have specific knowledge of AB109.
- **Juvenile Field Services:**
Through collaborating with county and foundation partners, lead the department and division in the strategic implementation and evaluation of the **Positive Youth Justice Initiative** designed to produce better outcomes for system-impacted youth. Successful candidates must have specific knowledge of Title IV-E.
- **Facilities:**
Oversee the project/construction management of Camp Sweeney (which breaks ground by 2017). Ensure facilities meet accreditation and impending PREA requirements. Successful candidates must have experience running an institution, including knowledge of Title 15, Title 24, PREA and institutional accreditation requirements.

Ideal Candidate

The ideal candidates will have the following expertise and attributes:

- Demonstrated operational/program management experience in a complex probation services agency with a data driven, results oriented, performance based approach in progressive probation services and/or institutional administration;
- Practical knowledge and experience with implementing Evidence Based Practices and techniques including IBIS, EPICS and/or Smart Supervision in both the juvenile justice and adult corrections field in support of delivering progressive adult and juvenile probation services; including knowledge of federal and state ap-

plicable laws, codes, statutes, and regulations impacting the delivery of probation services and operations;

- Experience with organizational/culture change management in a highly unionized environment;
- Forward thinker with the ability to see the big picture; a bold leader and innovator who possesses a progressive lens to probation and values the importance of advancing department-wide service integration models; engages in and promotes collaborating with community and county partners to provide services in support of current alternative sentencing/detention/placement and comprehensive treatment approaches;
- Demonstrated people leader who leads by example, models service excellence, has high ethics, and holds staff and their superiors accountable;
- A team builder with the ability to empower and coach a team of committed and skilled employees; supportive of cultural diversity and inclusion; embraces and promotes professional development; and has experience effectively working with a unionized workforce;
- Passion and sensitivity for the needs of Alameda County's ethnically/culturally diverse urban population and clientele; consciously aware of the forces and trends relating to crime, delinquency and social adjustment;
- Track record of building trust and consensus among multiple stakeholders with the ability of maintaining mutually beneficial and effective working relationships and partnerships with a variety of stakeholders including residents, clients, public and private organizations, the Board of Supervisors, county departments, county administrator, staff and community-based service partners;
- Significant financial/budget management skills; with the ability to seek out and secure additional/alternative program funding;
- Strong interpersonal skills, and communications expertise (verbal and written);
- Courageous leadership style; willingness to take calculated risks to advance organizational objectives; not afraid to make mistakes;
- Political awareness;
- Proactive problem solver with the ability to think independently, respond to issues quickly and make sound decisions and recommendations;
- "Hands-on," management philosophy; responsive and approachable with a willingness to be visible and interact with people, the community and employees at all levels;
- High level of integrity, values, honesty, and demonstrated ability to effectively manage confidential sensitive situations; sensitive to the human element of the work;
- Get it done attitude.

KEY RESPONSIBILITIES

1. Actively engages in directing professional development of departmental staff.
2. Plans, organizes and directs the work of a major functional

division of the Probation Department to conform with general policy established by the highest management levels or with Federal and State laws and County ordinances related to the division's programs.

3. Provides general direction to subordinates in specific program functions, such as investigation and supervision of probationers, which includes general procedures and techniques in the care, custody and control of juveniles in institutions.
4. Consults with top administration regarding departmental policy, public relations, personnel matters, divisional needs, and the utilization of community resources.
5. Reviews and participates in the selection, assignment, training and evaluation of staff; takes corrective action and recommends disciplinary action; approves and schedules vacation and overtime work.
6. May approve minor building maintenance changes and necessary repairs; recommends any major building alterations.
7. Responds to media inquiries and develops press releases.
8. In conjunction with other management staff, makes recommendations to the Chief Probation Officer regarding business and financial affairs of the division. Monitors divisional expenditures to ensure compliance with County Auditor's Manual of Accounting Policies and Procedures. Participates in the annual budget development process.
9. Researches, initiates and oversees grants and funding proposals; coordinates development of divisional events; promotes volunteerism through outreach to institutions and agencies.
10. Directs requisitioning of supplies and equipment and maintenance of required records and statistics.

Required Experience And Training:

Candidates for the Deputy Chief of the Alameda County Probation Department must possess **EITHER**:

1. Education:

A Baccalaureate degree from an accredited college or university (major in the Behavioral Sciences or closely related field).

AND

Experience:

The equivalent of four years' full-time supervisory experience which included at least two years in the class of Institutional Supervisor II or an equivalent or higher level class in the Probation Department of Alameda County.

OR

2. Education:

A Baccalaureate degree from an accredited college or university (major in the Behavioral Sciences or closely related field).

AND

Experience:

The equivalent of four years' full-time, increasingly responsible managerial or administrative experience, which involved

supervision of a major support function or program division at the level of Superintendent or an equivalent or higher level class in a Probation, Parole, Correctional Institution, etc.

License:

All candidates must possess a valid California Class "C" Motor Vehicle Operator's License and good driving record according to DMV negligent operator guidelines and qualifications for automotive insurance. Possession of an automobile is required.

Special requirement: must meet Peace Officers Standard Training (POST) requirements.

Compensation and Benefits

The annual salary range for the position is \$124,280 - \$151,049, based on qualifications and experience. Alameda County offers an attractive salary negotiable dependent on the qualifications of the successful candidate and benefits package that includes:

- ACERA (Alameda County Employees Retirement Association) retirement
- Health, dental and vision plans for employees and dependents
- Long Term Disability, Accidental Death & Dismemberment (AD&D) & Life Insurance
- Deferred Compensation – 457b
- Vacation, Holiday Pay; Sick and Administrative Leave
- Pre-tax Commuter Benefit Program
- Flexible Spending Account (medical and dependent)

Selection Process

The Deputy Chief Probation Officer recruitment is being conducted on a national basis by The Hawkins Company. The Hawkins Company will review all written materials submitted, and will screen and evaluate all candidates. Only those deemed most qualified will advance to the next level of the recruitment process. The most highly qualified candidates will be invited to participate in an on-site interview. All questions must be addressed to The Hawkins Company.

How To Apply

Interested and qualified individuals should submit a letter of interest, including current salary and resume electronically to www.jobaps.com/alameda. Applications should be received by May 29, 2015. This position is open until filled.

Materials can also be mailed to:



The Hawkins Company
8939 S. Sepulveda Blvd,
Suite 110-216
Los Angeles, CA 90045
www.thehawkinscompany.com

For additional information or questions, please contact Ms. Brett Byers at 323-403-8279 or Bill Hawkins at 310-348-8800.

Alameda County is an Equal Opportunity Employer.