

San Joaquin County is recruiting for: Assistant Chief Probation Officer (Exempt)



www.sjgov.org/departement/prob

**San Joaquin County
Human Resources**
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, CA 95202
Phone: (209) 468-3370
www.sjgov.org/departement/hr



www.sjgov.org

Recruitment Announcement
0218-EL2400-EX

THE POSITION

The Assistant Chief reports to the Chief Probation Officer and is responsible for directing and coordinating departmental activities and staff, and functions as a direct extension of the Chief Probation Officer.

An ideal candidate for the position believes in the principles of effective intervention and will be able to implement these principles throughout the agency. In addition, the Assistant Chief must be able to manage and oversee a variety of projects, be solution-oriented, and innovative. The Assistant Chief should be inclusive, maintain professionalism, exemplify integrity, and be dedicated to the mission of the agency.

THE DEPARTMENT

The Probation Department is comprised of 339 full-time positions and has an operating budget of over \$69 million for the 2017-18 fiscal year.

The department has four functional divisions: Juvenile Services, Adult Services, Local Community Corrections Partnership AB 109, and Institutional Services, which also manages the Juvenile Justice Center, a 150-bed facility with a 45-bed Camp program.

Through initiatives such as AB 109, the Positive Youth Justice Initiative, and the Reducing Racial and Ethnic Disparities Grant, the department actively collaborates with a variety of stakeholders that include public and private agencies, community and faith-based organizations, as well as youth, families, and the formerly incarcerated.

MISSION STATEMENT

The San Joaquin County Probation Department is committed to increasing public safety, supporting victims, and reducing recidivism through client accountability and support; thereby making our community safer and stronger. We are dedicated to inspiring positive change by delivering proven evidence-based practices, which assist clients in identifying a path to productive life choices.

San Joaquin County Probation has a shared set of values. We value excellence, importance of the individual, team concept, ethical conduct, professionalism, importance of community and a safe and healthy environment.

Supporting a Safer, Stronger Community

SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches - from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy California beauty and nature, or music, arts and culture. San Joaquin County has what you're looking for.



ARTS & CULTURE

Enrichment and entertainment can be found at many venues throughout the county: the Haggin Museum, San Joaquin County Historical Museum, Children's Museum of Stockton, Stockton Arena, Stockton Symphony, Stockton Civic Theater, Bob Hope Theatre, Lodi's Hutchins Street Square, Tracy's Grand Theater, Concerts in the Park, the local colleges and many galleries. Art, music, dance and theater choices abound.

Over 60 languages are spoken in one of the most ethnically diverse communities in California.

A constant celebration of cultures is found in the numerous festivals throughout the year that invite all community members to share food, music, dance, folklore, customs and traditions.

RECREATION

San Joaquin County government operates nine community parks for boating, hiking, camping, picnicking, swimming and organized sports. The Downtown Stockton Arena and Ballpark, local college teams and sports complexes throughout the county provide both athletes and fans the chance to enjoy sporting events.

Enjoy the beauty of Lodi Lake Park and Nature Area and the Woodbridge Ecological Reserve. Micke Grove Park offers a zoo, amusement park, the Japanese Garden and the San Joaquin County Historical Museum to delight both children and adults.

AGRICULTURE

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables and artisanal goods. Fruit stands and pick-your-own produce farms dot the countryside.



EDUCATION

From preschool to higher education, the county has an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys University, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 14 school districts and 200 school sites provide families with a wide choice for children's educational development, including traditional schools, charter schools and alternative education, in addition to an excellent selection of private educational institutions.

HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Make San Joaquin County your new home. Housing ranges from new developments to established subdivisions to stately historic districts to peaceful country living and every type of housing in between.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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TYPICAL DUTIES

The Assistant Chief is responsible for carrying out the following duties:

- Confers with the Chief Probation Officer regarding department and countywide policies, plans and procedures; recommends course of action in assigned areas of responsibility.
- Participates in meetings with judges and administrators of other public and private agencies.
- Participates in the development, management and interpretation of department policies, practices and procedures.
- Participates in development, management and review of Department budget.
- Directs and participates in a variety of studies or projects, including studies resulting in recommendation regarding departmental policies, organization, services, new positions, capital improvements, long-range planning, operations, community outreach, and Board referrals and reports.
- Makes presentations to policymakers and other public and private agencies.
- Prepares a variety of detailed and comprehensive reports and correspondence.
- Trains, evaluates and exercises administrative control over subordinate staff.
- Manages major Probation Department projects or activities as assigned.
- Acts for the Chief Probation Officer as assigned.

DESIRABLE QUALIFICATIONS

Education: Graduation from an accredited college or university with a major in corrections, criminal justice, public or business administration, social or behavioral sciences, or a closely related field.

**and either
Experience Pattern I**

Experience: Four years of experience in probation, parole or corrections, three years of which must be at a level equivalent to a Division Chief (management level experience) in San Joaquin County.

**or
Experience Pattern II**

Experience: Four years of management level experience in fiscal, personnel, administrative and/or analytical work in a criminal justice environment, some of which must have included responsibility for major program planning, budgeting and implementation.

Substitution: A master's degree from an accredited college in a relevant major may be substituted for one year of experience.

and

License: Possession of a valid California driver's license.



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COMPENSATION PACKAGE

Annual Base Salary: \$119,766 - \$145,558

In addition to base salary, the County offers a comprehensive compensation package that includes:

- ◆ Cafeteria Plan: \$24,022 annual amount which is considered the employer's benefit contribution to purchase medical, dental, and vision coverage. Unused monies are included in salary.
- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$2,395 to \$2,911 annually)
- ◆ Vacation cash-out up to 8 days annually (valued from \$3,685 to \$4,478)

Potential cashable compensation

	Step 1	Step 5
Annual Salary	\$119,766	\$145,558
2% Deferred Comp	\$2,395	\$2,911
Vacation Cash-out 8 days annually	\$3,685	\$4,478
Cafeteria	\$24,022	\$24,022
Total	\$149,868	\$176,969

- ◆ 1937 Retirement Act plan — reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually, unlimited accumulation
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per year

For more benefit information, please access the county's benefits web site:

www.sjgov.org/department/hr/benefits



RECRUITMENT INCENTIVES

With the approval of the County Administrator, the following recruitment incentives may be provided:

- ◆ Reimbursement of moving expenses: Actual documented cost of moving to a maximum of \$2000.
- ◆ Vacation Accrual Rate: The San Joaquin County vacation accrual rate consistent with the candidate's total years of public service.
- ◆ Sick leave: If the candidate is leaving other employment to accept the San Joaquin County position, credit of the candidate's actual reimbursable sick leave hours from the candidate's last agency will be a maximum of 160 hours. Such hours shall be subject to San Joaquin County's minimum sick leave cash out provisions.

APPLICATION AND SELECTION

Completed application package must include supplemental application and resume to be submitted to the Human Resources Division before the final filing date.

Final Filing Date: March 9, 2018

Apply online at www.jobaps.com/sjq

OR

Submit your application, supplemental application and resume to:

San Joaquin County Human Resources
44 N. San Joaquin Street, Suite 330
Stockton, California 95202
Phone: 209.468.3370

If warranted by the number of applicants, applications may be reviewed by a screening panel to determine those selected to participate in selection processes. A pre-employment background check will be required for the final candidates. Final appointment will be conditional upon passing a drug screening test and state Department of Justice Live Scan fingerprinting.

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.

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SUPPLEMENTAL QUESTIONS

Submit responses to the following questions along with your employment application and resume to the San Joaquin County Human Resources Division. Number your responses, address each question separately and limit the response to one page per question. When answering the questions below related to your experience, provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These responses will be reviewed to assist in evaluating your qualifications for this position.

1. Describe your administrative and leadership experience of a probation, parole, or corrections department. Identify the size of the agency, the number of direct and indirect staff reports and the functions you managed. Include an organizational chart identifying your position in relation to your organization.
2. Describe your experience in the development, implementation, and management of evidence-based programs, detailing the scope, complexity, and responsibility in these programs including fiscal and reporting duties.
3. Describe your experience addressing labor relations, disciplinary, litigation, and other personnel matters.
4. Describe your experience in policy and procedure review, revision, development, and implementation.