

An Invitation to apply



Assistant Chief Probation Officer

Calaveras County

FFD: 3/12/10

County Mission Statement:

The mission of Calaveras County Government is to provide service, infrastructure and leadership necessary to advance a safe community, maintain a high quality of life, and to protect personal liberties for all of its citizens.

**Calaveras County
Human Resources**

891 Mountain Ranch Road
San Andreas, CA 95249
24-hour job line: 209-754-6332
Fax: 209-754-6333
E-mail: hr@co.calaveras.ca.us



\$64,646.40—\$78,540.80 annually

Incumbent will assist the Chief Probation Officer in managing and directing the overall operations of the Probation Department; to plan, organize, and direct the activities of assigned work units; to assist the Chief in the development and implementation of departmental policies, strategies and operational plans; to coordinate client services and administration activities with other departments and agencies; and to provide highly complex staff assistance to the Chief Probation Officer.

PCN#34-07
Range: 458



DISTINGUISHING CHARACTERISTICS

This is the most advanced level of the Probation Officer series; this position serves as acting County Probation Officer during the absence of the department head; performs administrative and management tasks for the Chief as assigned. As such, the Assistant Chief Probation Officer is expected to have extensive knowledge of: modern principles, methods, and techniques of management and administration, including the planning, implementation and management of probation services; laws, codes and statutes relating to the functions and duties of the County Probation Department; effective supervisory and management techniques; public sector budget and fiscal management; community resources for crime and delinquency prevention and probation services; financial and statistical record keeping.

EXAMPLE OF DUTIES

- Assist the Chief Probation Officer in managing and directing the department
- Assist in developing department goals and objectives; develop unit goals and objectives; develop and implement policies and procedures.
- Plan, organize, and direct client services and administration.
- Assist the Chief Probation Officer in the development and implementation of the department work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Assist in the preparation of the department budget; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Provide principal subject matter expert in assigned area of specialization; create new and more effective service delivery systems and program development.
- Refine develop, and implement broad program and operational vision; link together seeming unrelated functions and programs; cultivate and maintain a County and State-wide perspective by networking with other departments and organizations; utilize existing resources to create better or more cost effective services for staff and clients.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports and grants; prepare written correspondence.
- Act as Chief Probation Officer in the absence of the Chief.

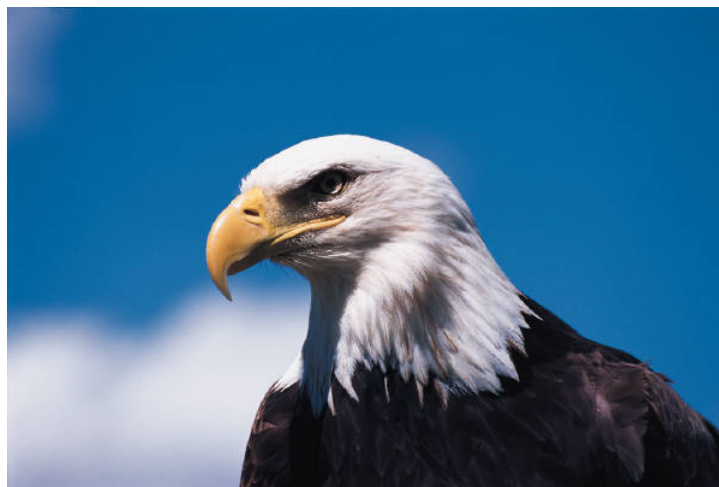
MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of probation and criminal justice systems.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of business correspondence and report writing.
- Pertinent local, state, and federal rules, regulations, and laws.
- Budgeting procedures and techniques.
- Principles and practices of organizational analysis and management.
- Modern office procedures and computer equipment.

Ability to:

- Assist in directing the activities of the Probation Department.
- Organize, direct, and implement a comprehensive probation client services or administration program.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- Prepare and administer a department budget.
- Manage, supervise, train, and evaluate personnel.
- Interpret and explain department and division policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, both orally and in writing.



LICENSE / CERTIFICATES

- Valid California Driver's License issued by the State Department of Motor Vehicles
- Must maintain a valid First Aid and CPR certificate
- Must have successfully completed the Supervisory Probation Course instruction certified by the Corrections Standards Authority (or other recognized supervisory course of at least 80 hours in length.) Must successfully complete additional required certified instruction annually thereafter.

TRAINING AND EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Six years of increasingly responsible experience in the field of probation which included at least three (3) years at a lead level or higher, equivalent to the position of Probation Unit Supervisor in the County of Calaveras. ([Click Here—Probation Unit Supervisor Job Description](#))

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, public administration, or related field.

APPLICATION PROCESS

Interested individuals must submit the following documents by 5:00 pm on the final filing date:

- Calaveras County Application
- Current Resume
- Cover Letter
- Supplemental Application Questionnaire (see attached)
- Program Proposal Project (see attached)

FINAL FILING DATE: **Friday, March 12, 2010 by 5:00 p.m.**

Application materials will be reviewed to evaluate the specific qualifications of each applicant and determine which qualified applicants will continue in the screening process. Incomplete applications will not be processed.

Those candidates identified as having qualifications best suited for the position will be invited to an oral interview, to be conducted the last week of March. At the completion of the interview candidates will be required to give an oral presentation of their written proposal to the interview panel. The presentation should be no more than 15 minutes in length.

COUNTY BENEFITS

The County provides a comprehensive benefit package to employees who qualify. Benefits include medical, dental, vision, life and long-term disability insurance, along with paid vacation and sick leave. Permanent employees do not pay Social Security, but are members of the Public Employees' Retirement System (PERS). Appointments to permanent positions within the county service are normally made at the first step of the salary schedule. A one-year probationary period is standard. After successful completion of twelve months of employment, a 5% merit raise may be granted annually thereafter to the top step. To learn more about County benefits please click [here](#).

A LITTLE ABOUT CALAVERAS COUNTY

Work and live In the heart of California's Gold Country. With a growing population of over 40,000 residents Calaveras County offers four seasons of activities including fishing, hunting, biking, hiking, camping, water sports at nine public access lakes from large reservoirs to small mountaintop lakes, snow sports including world class skiing, caves, golfing at six beautiful championship courses, quaint towns, a wide variety of restaurants, museums, art, vineyards, historical landmarks, and much more.

Calaveras County is the perfect spot for day trips. You are just 1 hour from Sacramento, 2 1/2 hours from Tahoe, San Francisco and Yosemite. Elevations range from near sea level in the west to over 7,000 feet in the east. Average temperatures range from 20-40 degrees during winter months to 85-95 during summer months. Average rainfall is 20-40 inches and snowfall can be over 200 inches in the higher elevations. Calaveras County is truly a wonderful place to work , live and play.

We would like to like to take this opportunity to share our county with you. Please click on a link below to learn about the many things Calaveras County has to offer.

[Calaveras County Chamber of Commerce](#)

[Calaveras County Arts Council](#)

[Calaveras Visitors Bureau](#)

[Calaveras Winegrape Alliance](#)

[Calaveras Historical Society](#)

[Calaveras Grown](#)

[Historic Highway 49](#)

[Calaveras Film Commission](#)

[Calaveras Transit](#)

Local Newspapers (print & online)

[Calaveras Enterprise.com](#)

[ThePineTree.net](#)

[ValleySpringsNews.com](#)

[MokeHill.com](#)

[Mymotherlode.com](#)

[UnionDemocrat.com \(Tuolumne\)](#)

[Hometown Radio \(HTRadio.net\)](#)

[Ledger-Dispatch.com \(Amador\)](#)

A Message from the Chief, Teri Hall

The field of probation throughout our state is undergoing major changes in the way business is done, how services are provided and how we measure the effects of those services. The Calaveras County Probation Department is no exception to the changes. Some of the changes we have seen lately include; the implementation of a case management system, the beginnings of implementing evidence based risk needs assessment and programming.

The Assistant Chief Probation Officer (ACPO) will play a critical role in remembering the past and moving into the future of probation services in our county, the state and the country. The essential functions of the ACPO include, but are not limited to the following: be involved in the development and implementation of department policies and procedures, monitor and evaluate department operations and programs and recommend changes for improvement; oversee the implementation of new programs; research and prepare grant applications; assist in budgetary duties; oversee the staff of all units of the department; assume responsibility for a variety of personnel actions including selection, retention, and promotions, conducting and/or reviewing performance evaluations, and recommending disciplinary actions and or dismissals; act in place of the Chief Probation in that person's absence and perform other duties as assigned.

The ACPO position holds monstrous responsibility in assisting with the servicing of our community in the spirit of the department's mission statement. I thank you for applying for this position, as it is a sign of your commitment to all of the people of Calaveras County and beyond. I look forward to this process and wish you the best now and in the future.

Calaveras County Probation Department Assistant Chief Probation Officer Supplemental Questionnaire & Program Proposal Project

This packet contains the questions for the supplemental questionnaire to your application, resume and cover letter and the instructions for the required Program Proposal Project. Your completed application packet is due to the Human Resources Department no later than 5:00 P.M. on March 12, 2010. The written document (hard copy) requested for the Program Proposal Project is also due at this time. Failure to turn all documents in on time will result in your disqualification from the recruitment process. If selected for an interview, you will make an oral presentation of your project immediately following the formal interview.

Good luck and thank you for your interest in being part of the leadership team of the Calaveras County Probation Department.

SUPPLEMENTAL QUESTIONNAIRE

Each candidate, in addition to providing an application, current resume and cover letter, must complete the supplemental questionnaire as part of the application and exam process. The initial evaluation of your qualifications for this position will be determined by your responses to these questions and the information you provide on your resume. Your responses should be complete and specific. The clarity and conciseness of your answers are factors, which will be considered in the selection process. A maximum of two (2) pages to respond to each question on the questionnaire is requested. Address each question separately. Please type your responses using 12 font and 1.5 spacing.

1. Describe your experience supervising and motivating employees. Some areas of interest are as follows:
 - a. Resolving difficult personnel matters.
 - b. Motivating staff under difficult financial constraints.
 - c. The benefits and/or detriments of cross-training staff.
2. The mission statement of the Calaveras County Probation Department mentions victim repair, community safety, accountability, and competency development. These are not just words, but calls to action. Please define them.
3. What experiences have you had in collaborating with agencies of different disciplines than the one you were representing? Describe the positives and negatives you encountered and how you responded to them.
4. Describe your management style and why it would be effective for the department.
5. Explain why you are the best candidate for this position. Include comments on your relevant education and/or experiences and what you have done in the last year or two to keep up with recent developments in the field of probation.
6. What do you see as the role of the Assistant Chief Probation Officer in helping to bring the various personalities and disciplines in the department together with a single vision?

SUPPLEMENTAL QUESTIONNAIRE

One of the roles of the Assistant Chief Probation Officer is to help identify problems or opportunities for improvement, research the different alternatives and present findings in a persuasive and professional manner. The purpose of this assignment is to evaluate your perception of current needs and issues in the department.

The task is to design a program proposal or efficiency measure, which addresses a Calaveras County need or problem. In addition to preparing a document, you will present the proposal to the interview panel. The proposal and presentation will constitute a major rating component of this promotional competition.

The proposal must meet the following guidelines and format.

GENERAL GUIDELINES

You must prepare the proposal yourself and may utilize any source to assist you in this task. You are required to attach an appendix documenting all sources of information.

The proposal must not exceed ten (10) typewritten (12 point font) pages, excluding the cover page, table of contents, line item budget page, and appendices.

The proposal must identify a problem or opportunity to improve the services of the Calaveras County Probation Department and or the health and safety of our community. The mission of the Department should be evident in the proposal.

The program you propose must span one (1) fiscal year (July 1—June 30).

You have a budget limit of \$175,000 General Fund dollars.

ORAL PRESENTATION OF PROPOSAL

Please prepare an oral presentation of your written proposal for the interview panel of no more than fifteen (15) minutes in length. The interview panel will have a copy of your proposal prior to the interview. If you need special equipment for your presentation, you must request them in writing at the time your proposal is submitted.

FULL PROPOSAL DOCUMENT INSTRUCTIONS

TITLE PAGE(S)
(Maximum of two (2) pages)
Required Format

TO: Teri Hall, Chief Probation Officer

FROM: *(your name)*

DATE: *(date of submittal)*

RE: *(Proposal Title)*

RECOMMENDATION:

A short description of the project and what you believe to be the best solution (one paragraph.)

DISCUSSION:

Two or three paragraphs discussing your proposal in general terms. Include:

- A general description of your project
- Why the project is important
- Describe the desired outcomes
- Describe personnel needs

FISCAL IMPACT:

What is the total cost of your project (one line)

OTHER DEPARTMENT INVOLVEMENT:

Are there other agencies or community based organizations involved? (List)

FULL PROPOSAL DOCUMENT INSTRUCTIONS

TABLE OF CONTENTS: (One page)

A standard table of contents by section and page.

PROBLEM/OPPORTUNITY STATEMENT: (Three page maximum)

This section should clearly and convincingly articulate why our department and our community are in need of the program you propose. The section must not exceed three (3) pages. It must clearly identify the issues or opportunities being addressed by your program. Provide reasons for choosing your area of concern and statistical documentation to support your position. Examples may include crime statistics, data from education, health and social services, and any other data you feel appropriate.

Program Narrative: This section is not to exceed three (3) pages. Include the target population of your program, specific program activities and the anticipated goals and outcomes of the program. Discuss how the outcomes will be measured.

A brief explanation of staff needed to carry out the service must be included. If the program includes a collaboration or partnership with another agency or community-based organization, provide an explanation of the relationship and responsibilities of each partner.

How will this program be sustained?

PROGRAM BUDGET: (Two page maximum)

This section is two pages in length. The first page must itemize your budget items. (Example: Personnel—one full time DPO II—\$####.) The next page is to provide a narrative detailing each category (Example: The program will require the services of one full time DPO II to provide supervision to the participants in the program.) A sample budget is attached.

FULL PROPOSAL DOCUMENT INSTRUCTIONS

PROGRAM BUDGET Cont.

The following assumptions are to be utilized for your budget preparation:

- All positions will be budgeted at “A” step of the Calaveras County Position Control List.
- Any support staff, space needs or general office equipment such as a telephone, desk and personal desktop computer are considered to be available and do not count in your overall budget.
- Use of one vehicle from the department’s fleet is permitted without depleting your budget.

DESIRED OUTCOMES:

(Two page maximum)

The section must not exceed two pages. Include the anticipated or desired outcomes and the method of measuring the outcome.

APPENDICES:

This section must include a list of persons, documents and other resources used in the proposal

SAMPLE BUDGET

I. TOTAL BUDGET FOR PROJECT	
Budget Line Items	
Salaries and Benefits	\$0
Services and Supplies	\$0
Professional Services	\$0
Community-Based Organizations	\$0
Fixed Assets/Equipment	\$0
	\$0
Other	\$0
Total:	\$0

Eligible Costs: Funds may be used to support the following costs.

1. **Salaries and benefits** for staff funded in whole or part by the program monies.
2. **Services and supplies** directly associated with program services (e.g., contracted instructors, special lease/rent, and office/program supplies).
3. **Professional services** needed to implement and/or support program services.
4. **Community-Based Organization (CBO) Contracts or other agency agreements** necessary for the implementation and/or delivery of program services.
5. **Fixed assets/Equipment** necessary for the delivery of program services.
6. **Other Costs** (including program-related training and travel necessary for the success of the program).

MISSION STATEMENT OF THE CALAVERAS COUNTY PROBATION DEPARTMENT

The Calaveras County Probation Department is committed to helping create and sustain a safe and healthy community through a balanced system of offender management. We strive to provide the court and the offender with an assessment of the risk to the community and the offender's needs. Through local and system wide partnerships and collaborations our goals are to:

Repair the harm crime has caused to victims.

Hold offenders accountable for their actions.

Create an environment where offenders develop positive social competencies.

ASSESSMENT AND SUPERVISION SERVICES

Officers in the department will perform an assessment of risk and need of offenders. A case plan will be developed. Our efforts need to be concentrated and sustainable in the areas of education, employment, accountability, recovery, understanding community, housing and health.

S.E.A.R.C.H

**Sustainable
Employment/Education
Accountability
Recovery
Community
Housing/Health**

SEARCH, for change