



# THE POSITION

As the Chief Probation Officer of Contra Costa County, you'll make meaningful change at an individual level. The Chief Probation Officer leads approximately 350 full time employees and is charged with implementing pragmatic administrative and policy initiatives according to the Department's strategic plan. As the legal landscape of probation administration continues to change in California, the Chief Probation Officer will play a major role in working with the District Attorney's Office, the Superior Court, the County Board of Supervisors, and the various local law enforcement agencies in Contra Costa County to deliver new policies and procedures that serve the best interest of the public, particularly those on juvenile probation.

The Chief Probation Officer is appointed by the County Board of Supervisors and reports to the County Administrator. However, it is critically important for the Chief to work in close collaboration with the Superior Court. As a senior executive in the County, the Chief also works with other department directors to coordinate programs and services. The Chief is ultimately responsible for the work of the Probation Department and the juvenile detention and treatment facilities

The FY20 budget for the Probation Department totals almost \$75 million and is broken into three major units: Probation Programs, Probation Facilities, and Care of Court Wards. The Department is committed to the preservation of public safety by providing evidence-based prevention, investigation and supervision services, as well as a safe environment for staff and those placed in its custodial care.

The Probation Department operates to ensure that offenders are held accountable for criminal law violations by completing their court-ordered sentences. Probation is the lynchpin that ensures compliance as well as the opportunity of services such as mental health services, cognitive behavioral treatment, substance abuse treatment, community services, victim restitution, home supervision, intensive supervision, and detention and/or treatment at a County juvenile institution or in a group home placement.

The County Probation Officer is the statutorily designated Chair of the Community Corrections Partnership (CCP). The CCP is the advisory board involved in the planning, implementation and oversight of the County Plan for the realignment of State prisoners to County jurisdiction under Public Safety Realignment (AB 109).

#### **Values**

Integrity | Fairness | Excellence

# **CONTRA COSTA COUNTY**

Contra Costa County was incorporated in 1850 as one of the original 27 counties of the State of California. It is one of nine counties in the San Francisco-Oakland Bay Area, and covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay east about 50 miles to San Joaquin County. Contra Costa County is one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven primarily by the need to provide services to an increasing local population and the presence of relatively highwage skilled jobs.

# **Probation Department Organization**

Probation Programs (177 FTE)  Administration   Training   Field Support Services		Probation Facilities (168.5 FTE)	Care of Court Wards
Adult Field Services	Juvenile Field Services	Juvenile Facilities	Custodial Care
<ul> <li>Investigations</li> <li>Superior Court Probation Office</li> <li>Active Felony Supervision</li> <li>Sex Offender Supervision</li> <li>Public Safety Realignment</li> <li>Pretrial</li> <li>Vehicle Theft</li> <li>Domestic Violence</li> <li>DUI Enhanced Supervision</li> <li>Banked Caseload</li> </ul>	<ul> <li>Intake</li> <li>Investigation</li> <li>Court Probation Officers</li> <li>Supervision</li> <li>Placement</li> <li>School Probation Officers</li> <li>Community Probation</li> <li>Youthful Offender Treatment Program</li> </ul>	<ul> <li>Davis Juvenile Hall</li> <li>Byron Boys' Ranch</li> <li>Home Supervision</li> <li>School Lunch Program</li> </ul>	<ul> <li>Out-of-Home         Placement</li> <li>Division of Juvenile         Justice Fees</li> <li>Medical Services in         Juvenile Facilities</li> </ul>



The County has one of the State's most heterogeneous populations, rich in ethnic, cultural, and socioeconomic diversity. With a current population in excess of 1.1 million, Contra Costa County is the ninth most populous county in California. The City of Martinez is the County seat and the location of the County's administrative offices. The Chief Probation Officer should expect to work out of county facilities in Martinez.

Contra Costa County includes a varied urban, suburban, industrial, agricultural, and port areas and includes 19 incorporated cities. A large part of the county is served by the Bay Area Rapid Transit District (BART), which has helped enable significant residential and commercial development. Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, and various California State University campuses are within driving distance of Martinez.

Recreation within the county varies from fishing, boating, and water skiing in the Sacramento-San Joaquin rivers to hiking, horseback riding, and camping in Mt. Diablo State Park. Recreational areas, including the wine country of Napa and Sonoma counties, the picturesque seaside communities of Carmel and Monterey, and the Sierra-Lake Tahoe mountain region are also within driving distance of the county.

The County of Contra Costa provides a full range of services through 29 departments or offices such as Employment and Human Services, Fire Protection Districts, Child Support Services, Sheriff, Public Works, and Probation. The Chief Probation Officer is a direct report to the County's Chief Administrative Officer, the County Administrator.

# **Vision**

A talented probation team working collaboratively to create opportunities for those we serve to experience a positive outcome that strengthens the individual and makes the community safe.

# **IDEAL CANDIDATE**

The ideal candidate will have previous experience managing a large workforce of dedicated probation professionals. A strong ethical compass and a commitment to the professional development and well-being of the department's employees is required. The Chief Probation Officer will be politically savvy yet apolitical and will have in-depth experience in organizational and personnel management including setting priorities, holding staff accountable, and moving the department forward in a fast-paced environment. The next Chief Probation Officer is expected to embrace evidence-based programs that induce cognitive and behavioral rehabilitation in those being supervised.

A critical success factor for the Chief Probation Officer will be the proven ability to bring people with varied interests together to discuss and come to agreement on important and complex issues affecting the department. In particular, continuing to successfully Chair the Community Correction Partnership and fully engage its members, the community, justice partners, and local law enforcement agencies is critical to the wellbeing of the department.

#### **Recruitment Schedule**

November 8, 2019 – Accepting applications

December 18, 2019 – Recruitment period closes

Late December 2019 – Initial interviews (via phone)

Mid-January 2020 – Finalists selected

January 29 - 30 – Selection Process

The late January interview process has been confirmed, and it is recommended that you plan your calendar accordingly.

# **EDUCATION AND EXPERIENCE**

Possession of a Baccalaureate Degree from an accredited college or university with a major in criminal justice administration, the behavioral sciences, public or business administration or a closely related field is required.





Five (5) years of full-time (or the equivalent of full-time) experience as a supervisor or administrator in either a probation department or other criminal justice agency, two (2) years of which must have been in a Probation Manager or higher level position with responsibility for the administration of an adult division, juvenile division, or primary juvenile detention or commitment facility, including program planning and evaluation, and fiscal administration.

The Contra Costa Chief Probation Officer is a "peace officer" pursuant to California Penal Code section 830 and must meet employment guidelines and standards established by the Commission for Peace Officer Standards and Training (POST) and Sections 1029 and 1031 of the California Government Code. The Chief Probation Officer is also an "administrator" in accordance with the California Code of Regulations, Title 15, section 102, and must meet the applicable Board of State and Community Corrections standards related to management training.

**Note**: The candidate selected for this position must not have felony convictions, nor can they be on probation.

### **COMPENSATION AND BENEFITS**

Negotiable between \$163,770 - \$219,467

- **Retirement** The County pays the employer contribution to CCCERA, a 1937 Act defined benefit retirement plan, which is reciprocal with other 1937 Act county retirement systems, CalPERS and systems with CalPERS reciprocity. Employee contributions are based on age at date of hire with the County or another employer with a reciprocal retirement system.
- **Social Security** The County participates in Social Security and Medicare.
- Medical Insurance A variety of medical and dental plans are offered.
- **Life Insurance** County program is provided; employees may subscribe to a voluntary supplemental program.
- Long Term Disability County-paid program.
- **Vacation Leave** Initial monthly accrual rate is 10 hours, up to maximum accumulation of 240 hours.

- Sick Leave Monthly accrual is 8 hours.
- Annual Management Administrative Leave 94 nonaccruable leave hours are credited each January 1st (prorated for those hired after January 1st)
- **Personal Holiday Credit** Accrual of 2 hours each month, up to 40 hours.
- Holidays 10 holidays per year.
- Executive Professional Development Reimbursement

   Eligible for reimbursement of \$925 each 2-year period for qualifying expenses.
- Deferred Compensation Plan County contributes \$85 per month, plus an additional \$150, upon qualifying employee contributions.
- Executive Life Insurance package
- Management Longevity Pay

# APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Wednesday, December 18, 2019**. Resume should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: https://executivesearch.cpshr.us/JobDetail?ID=582

For further information contact:



Andrew Nelson
CPS HR Consulting
anelson@cpshr.us
Website: www.cpshr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the County Administrator. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.