



**alameda** COUNTY  
CALIFORNIA

**CHIEF  
PROBATION  
OFFICER**



# CHIEF PROBATION OFFICER

# ALAMEDA COUNTY



## THE COMMUNITY

Alameda County, located on the east side of the San Francisco Bay, is California's sixth largest county. Home to a population of 1.5 million, the County encompasses 14 incorporated cities and six unincorporated areas that span a total of 738 square miles. The City of Oakland is the County Seat and is also the largest city in the County of Alameda.

Commonly referred to as the "East Bay", the region has been the fastest growing in the San Francisco Bay area for more than two decades. The East Bay is popular because of its desirable location, incredible diversity, ideal climate, broad economic base, plus its range of available housing and business opportunities. The County itself is one of the most diverse regions in the entire country.

Alameda County offers a rich array of cultural activities including the Oakland Museum and the Oakland East Bay Symphony. The wine country of the inland Tri-Valley area and the Chabot Space and Science Center bring additional opportunities for recreation, relaxation and education. The University of California at Berkeley and California State University East Bay are just two of the numerous distinguished academic institutions serving Northern California. Many others, including Stanford University and the University of California at San Francisco, are within close driving proximity from anywhere in the East Bay.

The region is home to three professional sports teams: The Oakland Athletics (MLB) and Oakland Raiders (NFL) play at McAfee Stadium. The Golden State Warriors (NBA) excite fans at the Oracle Arena. Urban transportation options are extremely accessible in Alameda County. The Oakland International Airport services all major airlines with hundreds of flights daily to domestic and global destinations. The Bay Area Rapid Transit (BART) system carries passengers to all major points between San Francisco and Pleasanton with plans for further expansion.

## COUNTY GOVERNMENT

Alameda County is supported by nearly 9,000 employees and an annual budget of \$2.4 billion. As a major urban county, Alameda delivers the 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. The County is governed by a five-member Board of Supervisors directly elected by voters in their respective districts to 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 Chief Probation Officer is appointed by the Board and reports through the County Administrator.

## PROBATION DEPARTMENT

The proposed FY2010-11 staffing for the Department is approximately 635 FTE supported by a proposed annual budget of just over \$88 million. The Department is organized across four Divisions: Administration (which includes Business Services and Human Resources), Adult Services, Juvenile Services, and Juvenile Facilities. Descriptions of the larger divisions are summarized below:

### Adult Services

Staff provides pre-sentence investigations on all persons convicted of a felony and supervises all adults placed on probation, with the primary goal of being able to provide community protection and safety by enforcing compliance with court-ordered terms and conditions. The Department's Adult Services division is in the midst of transitioning its operations to Evidence Based Practices (EBP) in alignment with State of California mandates with the goal of providing the appropriate level of supervision services to each client based on validated assessment tools. The County utilizes the Level of Service/ Case Management Inventory Assessment Instrument (LS/CMI). The Department just completed a three-year state funded pilot program targeting 18-25 year olds in the cities of Oakland and Hayward. In FY2009-10, the Department supervised an average of 2,726 adult probation cases per month.

In the current fiscal year, the Department will expand its EBP approach to all 18-25 year old probationers residing in Alameda County through its Probation Rehabilitative Opportunities Program. In the interest of enhancing the efficient use of staff and resources, and potentially

increasing the number of clients regularly monitored, the County also has plans to expand the use of the automated self-reporting system to newly sentenced probationers within that same age group.

### Juvenile Services

The Community Probation Unit works to reduce continued delinquency by coordinating the resources of the youth's family, school and neighborhood to optimize preventive services and eliminate behaviors leading to chronic delinquency. Minors most at risk of removal from the community and placement in foster or group homes receive intensive supervision from the Family Preservation Unit.

### Juvenile Facilities

The Department is also responsible for Alameda County Juvenile Hall, a 24-hour secure detention facility with a rated capacity of 360 with current staffing for 300 youth who are pending court proceedings, awaiting release to placement, or ordered detained by the Juvenile Delinquency Court. Expanded medical and mental health services and treatment are provided through partnerships with Behavioral Health Care Services, and Juvenile Justice Health Services. Electronic Monitoring, Global Position Satellite, and the Weekend Training Academy are programs offered as alternatives to detention in Juvenile Hall.

The Department also runs Camp Wilmont Sweeney, a community placement alternative to group homes and the State Department of Juvenile Justice. The camp is a 24-hour open setting residential treatment program for male youth who are court ordered to a 6-12 month structured living environment offering rehabilitation and education. The program is designed to reduce recidivism through appropriate treatment using evidence-based principles that have the most positive impact. In FY2009-10, the Department supervised an average of 3,226 juvenile cases per month and had 176 minors in placement.

To further advance its goals, the adult and juvenile services provided by County Probation are supplemented by a number of County-funded programs that are delivered through a variety of Community Based Organizations. Additional information on the Department's programs, budget and performance measures can be found on the County's website at [www.acgov.org/probation/](http://www.acgov.org/probation/)

### Mission Statement

*The Alameda County Probation Department, as a partner in the criminal justice system, protects and serves our diverse community, offers services to victims, and provides rehabilitative opportunities to offenders in compliance with State law.*



## THE IDEAL CANDIDATE

### Leadership Attributes

The County seeks a strong, high energy and confident leader to serve as its next Chief Probation Officer. The ideal candidate will be a collaborative professional with a demonstrated ability to be actively engaged with his/her organization and with the community. He/she will be a proven relationship builder who values the importance of open, clear and consistent internal and external communications.

The individual selected will be a visionary and strategic leader who inspires others, builds partnerships, secures commitments to goals and objectives and ensures action and results. The ideal candidate will be highly respected throughout the criminal justice arena and have a reputation for fostering productive and meaningful partnerships. He/she will take pride in staying abreast of and implementing industry trends and best practices.

A history of facilitating positive internal working relationships, building trust, and establishing and maintaining effective labor relations is essential. The individual selected will have a proven track record of supporting high performance standards, valuing employees, and holding managers equally and consistently accountable. Creating a culture that stimulates, realizes and rewards the maximum potential of

all employees will be a priority for the new CPO.

An active commitment to leadership, professional development and succession planning is necessary for the next CPO to succeed in Alameda County. Given the different generations of staff represented in the Department, it is also imperative that he/she have the proven ability to recognize and value the distinct factors that motivate each generation.

### Experience and Education

The ideal candidate will have a track record that reveals sophisticated relevant knowledge along with a commitment to effective and innovative prevention, rehabilitation and reintegration programs. Previous success with facilitating consistent and productive communications between stakeholders coupled with demonstrated respect for the entire criminal justice system is imperative. Significant experience managing large-scale budgets and a sophisticated financial acumen will be expected. Previous success in aggressively pursuing outside funding opportunities and leveraging other external resources is critical. Current experience and knowledge regarding the sound use of technology within the industry will be welcomed.

At least five (5) years of increasingly responsible senior management experience in probation or corrections in a similar complex setting serving



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comparable diverse demographics is highly desirable. An impressive background in community corrections, restorative justice and other contemporary practices will be weighted favorably. A Bachelor's degree in criminal justice, public or business administration or related discipline is required. A Master's degree is preferred. State law in California requires that the Chief Probation Officer possess a certificate of completion of a 40-hour introductory training course on the laws of arrest (CA PC 832) as defined by the Commission on Peace Officer Standards and Training (POST), or shall obtain such certificate within 90 days of appointment to the position.

## COMPENSATION

The salary range for the Chief Probation Officer is \$154,856 - \$193,606 and is supplemented by a highly competitive benefits package that includes, but is not limited to:

**Retirement:** The County pays the employer contribution to the 1937 Act defined benefit retirement plan.

**Deferred Compensation:** The County contributes to 457 and 401(a) plans for appointed department heads.

**Car Allowance:** Bi-weekly payment of \$310 in-lieu of an assigned official County vehicle.

**Health Plans:** Alameda offers a choice of health plans and covers 90% of the full premium for the lowest cost HMO plan for the employee and qualified dependents. The County also provides a choice of two dental plans for employees and qualified dependents.

**Cafeteria Benefit Plan:** The County allocates \$2,600 annually for department directors which may be used for health and dental premiums, supplemental life insurance premiums, AD&D premiums and unreimbursed medical expenses. Eligible employees may also set aside a portion of their own salary for certain benefits on a pre-tax basis.

**Social Security:** Alameda pays the employer portion of Social Security and Medicare.

**Basic Life Insurance:** The County provides \$75,000 in life insurance.

**Leave:** 11 paid holidays; 4 floating holidays; 7 management paid leave days; vacation leave accrual based on length of service with annual maximums; vacation sell back up to an annual limit

**Sick Leave:** 13 days per year with no maximum accrual. Upon retirement from County service, a percentage of sick leave balance may be credited toward retirement service time.

**Employee Paid Optional Benefits:** Long Term Care insurance; Pre-Tax Transit and Parking Benefit

**Relocation Assistance:** If applicable, the County will assist the new Chief Probation Officer with relocation and transition expense assistance.

## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is **midnight on Sunday, August 29, 2010**. To be considered for this opportunity, upload cover letter, resume and list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



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Following the closing date, resumes will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be granted a screening interview by the lead consultant immediately following the closing date. Those candidates determined to be best suited for the position will be invited by the County for further interviews in October. An appointment is anticipated in the fall following final interviews and additional selection activities, including the completion of thorough background and reference checks.