

ASSISTANT CHIEF PROBATION OFFICER

COMPENSATION

ANNUAL SALARY: \$156,673—\$237,138 (MAPP RANGE R18)

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

If the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013, that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA on or after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.

- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary.
- **Non-Elective Days** – 10 paid days per year with the option to buy an additional one to 20 elective annual leave days.
- **Flexible Spending Accounts** – Employees may contribute up to \$400 per month tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.

- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** – 11 paid days per year.

SPECIAL INFORMATION

SOCIAL SECURITY ACT OF 2004 — Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%.

All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

VOLUNTARY STATE AND FEDERAL INFORMATION — Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

Recruitment Services
Provided by:



The County of Los Angeles is an Active Equal Opportunity Employer



THE COUNTY OF LOS ANGELES INVITES RESUMES FOR

ASSISTANT CHIEF PROBATION OFFICER

PAYROLL TITLE:

CHIEF DEPUTY, PROBATION OFFICER (UC)

FILING PERIOD:

JUNE 16, 2014 UNTIL POSITION IS FILLED



Rebuilding Lives,
Providing for Healthier and
Safer Communities

ASSISTANT CHIEF PROBATION OFFICER

THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 25 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2014-15, the County has an annual budget in excess of \$26 billion and funding for over 100,000 positions to serve its diverse population.

THE PROBATION DEPARTMENT

The County of Los Angeles Probation Department was established in 1903 and has since become the largest probation department in the world. With a current operating budget of approximately \$847 million and 6,600 budgeted positions, the Department promotes public safety, ensures victims rights, and facilitates a positive change in adult and juvenile probationers. The Department is involved with evidence-based practices.

The Department also serves all Superior Courts of Los Angeles County, and provides an extensive range of services, which include: recommending and enforcing court-ordered sanctions for probationers; operating juvenile correctional institutions, including, the detention of approximately 3,600 juvenile offenders; supervising and monitoring approximately 60,000 adult probationers and 20,000 juvenile probationers; preventing and reducing criminal activity by developing and implementing strategies from early intervention through suppression; and proactively seeking out and maximizing all opportunities to positively impact the behavior of probationers, their families, and their communities.

THE POSITION

The Assistant Chief Probation Officer reports directly to the Probation Officer and has executive decision-making authority and administrative responsibility for assisting the Probation Officer in the overall direction and administration of the department's operation, programs and services, through subordinate managers.

The Assistant Chief Probation Officer promotes, initiates, and facilitates internal and external efforts to create interdepartmental, community and interagency partnerships to deliver new or enhanced services to the courts, probationers, victims, and many others.

The duties of the Assistant Chief Probation Officer include, but are not limited to the following:

- Under the direction of the Chief Probation Officer plans, organizes, directs, controls and coordinates the operations of the Department; and acts in their absence in the administration of the Department.
- Directs the preparation, development, enhancement, and execution of the Department's budget, fiscal, personnel, information systems and other administrative and support functions of the Department to meet current and anticipated budgetary constraints while continuing to meet Department services demands.
- Develops and recommends department goals, objectives and policies, including the transformation of the organization along business lines to effect strategic priorities and goals.
- Assists the Probation Officer in the formulation of Departmental operational and administrative policies, directing and monitoring their implementation in accordance with the strategic plan objectives and regulatory requirements.
- Develops, plans, and administers new or revised programs, services, studies or work methods, and organization provided to juveniles and probationers for more effective prevention and rehabilitation, as authorized or required by legislation, in order to recommend policies and procedures to maximize efficiency and effectiveness.
- Directs the development and administration of Departmental detention facilities and schools for the custody, care, treatment and rehabilitation of delinquent and dependent children.
- Directs the decentralization of probation services through area offices and assures uniformity of standards and operations between regional area offices, camps, and other facilities

ASSISTANT CHIEF PROBATION OFFICER

- Administers the medical, psychiatric, dental and nursing care programs provided to juveniles placed in detention facilities and foster homes.
- Administers programs and services provided to juveniles and probationers including juvenile intake and detention control, adult and juvenile investigation and supervision, special court services, narcotic treatment control and related programs.
- Works with the Probation Commission in establishing and coordinating services provided to juveniles.
- Directs the development of changes in organization, staffing, work processing and management information systems to consolidate functions, to increase effectiveness and efficiency, and to reduce administrative costs.
- Directs the preparation of periodic reports for the Board of Supervisors regarding the accomplishments of the Department.
- Extensive knowledge of and ability to interpret and apply provisions of federal, state, and local criminal justice laws, regulations, codes and ordinances pertinent to adult and juvenile detention and probation work.
- Demonstrated experience of and substantial participation in community-based activities including working with public officials, agencies, community groups, private organizations and the media.
- Demonstrated experience and knowledge of computer systems affiliated with probation case management functions, including system design, interfacing and integration with other systems, and long-range systems planning.
- Graduation from an accredited college or university with a Master's degree.

SELECTION PROCESS

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submission should include ALL of the following:

- Candidate's ability to meet the requirements as stated in the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

Please submit resume, cover letter, record of accomplishments, verification of degrees, and current salary information to the following e-mail address: ExecutiveRecruitment@hr.lacounty.gov.

Please indicate the position title of Assistant Chief Probation Officer in the subject line of your e-mail. Materials received by July 14, 2014, will receive first consideration. Electronic submittals are preferred.

Confidential inquiries welcomed to:

Penny Torres
Department of Human Resources
Executive Services Division
Phone: (213) 893-9770
e-mail: ptorres@hr.lacounty.gov
Fax: (213) 613-4773

This announcement may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>

EXPERIENCE & EDUCATION

Graduation from an accredited college or university with a Bachelor's degree **—AND—** extensive management experience in directing or assisting in the direction of a large and complex organization providing human and/or social services in fields such as probation, parole, corrections, law enforcement, or social welfare.

OTHER REQUIREMENTS: Positions in this class are required within 90 days of appointment to possess a certificate of completion of a 40-hour introductory training course on the laws of arrest under Penal Code Section 832 and the Commission on Peace Officer Standards and Training (POST).

LICENSE: A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS & EXPERIENCE

- Extensive management experience in a progressively responsible position related to various probation services, such as delinquency prevention and control, investigation, supervision and rehabilitation of juveniles and adults, gang supervision and control, and detention and residential treatment of juveniles.
- Demonstrated knowledge, skills and abilities required in managing or assisting in the management of a large and complex organization including directing or assisting in the direction of budget, personnel, fiscal, supply and other administrative functions of the organization as well as line functions.