

CHIEF PROBATION OFFICER

County of Mendocino

Ukiah, CA





THE COUNTY

Mendocino County is located north of the San Francisco Bay Area and includes some of the world's most stunning coastline and redwood forests, as well as a flourishing wine industry. The exquisite physical beauty of the county provides a unique setting in which to work, live, and play. Hiking, fishing and whale watching are just a few of the outdoor activities found in the area.

Mendocino was one of the original California counties, created in 1850 at the time of statehood. The county encompasses 3,878 square miles and is home to approximately 89,130 residents. The county seat is in Ukiah, a regional hub for services and commerce. The area offers affordable housing, good schools, a variety of cultural events, fine restaurants and convenient shopping.

COUNTY GOVERNMENT

Mendocino County has approximately 1,100 employees and an FY 2017-18 annual operating budget of \$265,000,000. Services are located throughout the county to provide convenient access for community members. The five-member County Board of Supervisors focuses on creating and maintaining a responsive and responsible government that enhances the quality of life of the people of Mendocino County.

For more information, visit www.mendocinocounty.org.

THE DEPARTMENT

The overall mission of the Mendocino County Probation Department, as an integral part of the criminal justice system, is to promote public safety by reducing criminal behavior and its impact upon the community through service to the courts, effective supervision of adult and juvenile offenders, and interagency cooperation.

THE POSITION

Appointed by and reporting to the presiding Judge of the Mendocino County Superior Court, the Chief Probation Officer is charged with the responsibility of planning, organizing, coordinating and directing County Probation services. Work is performed under the policy direction of the Mendocino County Superior Court, with advisory guidance from the Juvenile Justice Commission. The incumbent exercises independent judgment and discretion in the formulation and execution of operating policies. Organizational and fiscal program continuity is maintained through the Chief Executive Officer to the County Board of Supervisors. Supervision is exercised over professional support staff and the Division Managers, who are delegated wide authority in directing the juvenile detention facility and the adult and juvenile division operations.

THE IDEAL CANDIDATE

We are looking for an experienced probation professional with an extensive background in probation and a commitment to evidence-based practices; as well as the ability to plan, monitor and execute programs; and to develop, present and

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monitor budget and control expenditures. This collaborative leader will also bring extensive managerial, interpersonal, creative problem solving skills and the ability to effectively communicate orally and in writing, as well as the ability to:

- Analyze administrative problems, reach practical conclusions, and institute effective changes.
- Use advanced metrics to plan and supervise research and statistical work relating to the various aspects of administration, budget and general management matters.
- Establish and maintain effective working relationships with Superior Court Judges, Commissioners, Board of Supervisors, the Juvenile Justice Commission, criminal justice partners, and other stakeholders.
- Support and participate in the County's Leadership Initiative activities.
- Utilize current best practices in recidivism reduction, performance management, information technology and labor law.
- Investigate, evaluate and analyze probation service functions, and make appropriate changes necessary to meet established policies and goals of the Probation Department.

Education and Experience:

A Bachelor's degree, or equivalent, from an accredited four-year college or university in criminal justice, behavioral science, or a related field, along with a minimum of five (5) years of responsible probation and corrections experience, with at least two (2) years of management-level experience involving the evaluation, administration, management and control of varied types of probation programs, including the supervision and management of personnel. Substitution: Related experience may be substituted for the education at a rate of two (2) years of experience to one (1) year of education. Possession of a valid California driver's license and PC 832. STC Manager and Administrator Core Course, or applicable substitution as defined by the California Board of State and Community Corrections, within six (6) months of appointment.

COMPENSATION & BENEFITS

The salary range for this position is \$104,582 - \$127,171 annually, with appointment at a step in the range dependent upon qualifications. The County provides an executive management benefits package, which includes:

- 3% Wage increase effective September 9, 2018
- \$2,000 one-time supplemental payment to be paid September 28, 2018
- Retirement benefits provided under the 1937 Act and enrollment in Social Security. This position receives Safety Retirement. For more information, contact the Retirement Administrator at 707-463-4328.
- Participation in a 457 deferred compensation plan with up to 4% of salary contribution matched by the County.
- \$1,500 annual Management Fund for training and wellness.
- For employees enrolled in County Health Plan, County pays 75% of Medical, Dental and Vision Insurance coverage for employees and their dependents. (Health Plan participants will experience a 3-month "holiday" from employee only portion of premiums for the months of October, November, and December 2018)
- \$50,000 group life insurance policy and \$5,000 A D & D.
- 11 paid holidays.

- 48 hours of paid management leave.
- Paid vacation beginning with two weeks increasing periodically to five weeks after 15 years of service.
- Sick leave accrued at 15 days per year.
- County-funded extended disability leave.
- Voluntary election of an automobile allowance of \$250 per month.

HOW TO APPLY

Apply on-line at www.alliancerc.com by **January 19, 2018**. For questions and inquiries, please contact:

Cindy Krebs

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or Sherrill Uyeda

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