

# CHIEF PROBATION OFFICER

County of Orange, CA





## THE COMMUNITY

Located on the Southern California coast with a culturally diverse population of 3.2 million residents, the County of Orange (Orange County) offers a high quality of life and a nearly perfect climate year-round. Commonly referred to as “The OC,” Orange County has thirty-four incorporated cities with seven of these cities among the 200 largest cities in the United States. Orange County features excellence in education, low crime rate, a wide variety of businesses, and unlimited recreational opportunities.

Many corporate headquarters and leading technology and biomedical firms have made Orange County their home. John Wayne Airport, owned and operated by Orange County, is conveniently located for business and vacation travelers. Educational opportunities are plentiful with two State universities – California State University, Fullerton and the University of California at Irvine, plus several private colleges and four community college districts. There are over 60 high school campuses and enough elementary schools to educate one and a half million students.

Visitors and residents alike have an opportunity to enjoy an abundance of world-class shopping, dining, and resort accommodations, as well as spectacular vistas with 42 miles of pristine, sandy coastline. The region offers a variety of amenities for those that seek an active lifestyle. From fishing to yachting, water sports of every kind abound on the beaches and in the harbors and marinas that dot the Orange County coast. Besides water sports and beaches, the sunny weather is perfect for golfing on world-class courses, hiking and mountain biking.

Orange County is also home to the state’s most popular attractions, including Disneyland, Disneyland’s California Adventure, and Knott’s Berry Farm. The 2002 World Series Champion Angels baseball team and the 2007 Stanley Cup Champion Anaheim Ducks NHL team are exciting choices for sports enthusiasts. Cultural venues are abundant, including the theater, symphony, and orchestra performances and museums for adults and children.

## THE COUNTY GOVERNMENT

Orange County is a Charter County governed by a five-member Board of Supervisors elected to four-year terms. The Board is supported by a group of dedicated, public-spirited individuals and together, they comprise a regional service provider and planning agency committed to maximizing resources and improving the quality of life for residents in Orange County. The 22 departments (and respective divisions) that make up the County government strive to make Orange County a safe, healthy, and fulfilling place to live, work and play, by providing vital services to the community. The County’s core businesses are public safety, public health, environmental protection, regional planning, public assistance, social services, and aviation.

## THE DEPARTMENT

The Orange County Probation Department is comprised of 900+ employees, over 600 are sworn staff and has an operating budget of \$197 million in Fiscal Year 2021/2022. The department is consisted of four bureaus: Chief Probation Officer Bureau, Adult Operations, Juvenile Operations, and Operations Support. Each bureau is comprised of several divisions in charge of supervising clients in the community and supporting their rehabilitation efforts; providing a safe environment

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for the youthful offenders in custody; ensuring honest, transparent, accurate and timely communication both internally and externally regarding functions of the department; and providing the administrative and fiscal support for all functions of the department.

The department is dedicated to applying “effective and research supported practices” to assist justice involved juveniles, their families, and adults to successfully navigate and successfully complete probation. Additionally, the Probation Department assists the criminal court system through investigations, probation reports and community supervision of approximately 9,000 adult and 1,000 juvenile clients on court-ordered probation or in diversion programs.

The Probation Department also operates the Orange County Juvenile Hall, and two camps for youth. In addition, there are two Youth Reporting Centers serving North and Central Orange County.

Hundreds of volunteers and a non-profit support group help the Orange County Probation Department in its mission to enhance community safety. Probation volunteers work in a variety of assignments, often directly with juvenile and adult probationers. Their volunteer service is rewarding as they help to turn lives around, thereby reducing the threat posed by convicted criminal offenders. Through volunteer programs, Orange County residents can directly be part of the solution to crime.

## THE POSITION

The Chief Probation Officer is appointed by the Board of Supervisors. This position is responsible for the overall direction, administration, and coordination of the operations and programs of the Probation Department, including the County’s juvenile correctional institutions (maximum security and treatment facilities and a day reporting program). These activities are carried out under the administrative direction, fiscal policy, and priority determination of the Board of Supervisors. Inherent in the effective performance of the duties of this executive management position is extensive collaboration with the Superior Court, Board of Supervisors, County Executive Officer, other county departments, social and community organizations, and local law enforcement. This position is at-will and serves at the pleasure of the County Executive Officer. The Chief Probation Officer is active in a number of local, state and other organizations that impact policies and funding, such as the Chief Probation Officers of California, the Orange County Criminal Justice Coordinating Council, Urban Chiefs Network, American Probation and Parole Association and the American Correctional Association.

The responsibilities and essential functions of the Chief Probation Officer may include, but are not limited to, the following:

- Consults with the Board of Supervisors and the courts and receives general policy direction and guidance; directs the planning, implementation and modification of policies and procedures to improve the cost effectiveness of Probation Department services and reflect changing program needs.
- Directs the development, implementation, and effective maintenance of current operations and programs keeping the Board of Supervisors, courts, and community fully informed on the activities of the Department; assigns functions and projects to various divisions; and performs responsibilities of a department head relating to the preservation and protection of public property.
- Directs preparation of the Department’s budget; presents the annual budget to the Board of Supervisors by written documentation and oral presentation; reviews revenues and expenditures to assure budgetary control; submits periodic reports to the Board of Supervisors concerning the financial condition and needs of the Department.
- Selects top-level management personnel; directs their training development; directs and consults with management staff in developing goals for the various divisions of the Probation Department; evaluates the performance of top level management employees.
- Develops and maintains effective working relationships with other social and law enforcement agencies, public officials, the judiciary, and community organizations and groups in order to assess needs, develop priorities and maintain efficient and effective services.



## THE IDEAL CANDIDATE

The County of Orange is seeking a strong, dynamic leader who motivates staff to perform at their optimum level and is also able to make difficult or unpopular decisions and act upon them when necessary. The ideal candidate will be strategic, proactive and responsive. This person will also be action-oriented and diplomatic.

In addition, the ideal candidate will possess the following qualities:

- Proven leadership in a large organization with effective results including the application of Evidence-Based Practices;
- Ability to clearly define the Probation Department's mission and strategic plans;
- Capable of performing essential duties within the Department as necessary;
- Experience in managing juvenile custody facilities;
- Experience in field operations in a probation or corrections agency;
- Willing to make changes, and able to overcome resistance to change;
- A concern for public and employee safety;
- An excellent communicator and delegator;
- A creative thinker with vision;
- A demonstrated ability to develop and manage a budget;
- Ability and desire to enlist community support for probation services;
- Ability and desire to develop, implement and expand collaborative relationships outside the agency that increase the department's ability to accomplish its mission through partnerships with the Courts, law enforcement, the Health Care Agency, Social Services Agency, labor organizations and others; and
- Demonstrates ethical behavior.

The County of Orange's Probation Department enjoys a collaborative and team-focused environment. It has a well-established reputation for seizing opportunities, embracing ongoing education and transparent communication. The County invites innovative and passionate probation leaders to apply for this exciting and impactful position.

### Requirements

- The ideal candidate should possess a bachelor's degree from an accredited college or university in behavioral or social science, criminology, corrections, or a closely related field and three years of upper management experience overseeing a large operational area, such as, but not limited to: probation or parole, corrections, rehabilitative, and/or detention institutions or criminal justice systems. Other combinations of education and relative probation related experience may be considered.
- The candidate must satisfy applicable employment standards for probation/peace officers, such as the requirements set forth in Section 830.5 of the Penal Code and Sections 1029 et seq. and 1031 of the California Government Code, and requirements established by the Commission for Peace Officer Standards

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and Training (POST). Candidate must also meet the required standards and complete any training prescribed by the California Board of State and Community Corrections. Prior to appointment, the candidate will be subject to a thorough background investigation which may include a psychological evaluation.

- Possession of a current and valid California Class C Driver License by date of appointment.

## COMPENSATION

The annual salary for the Chief Probation Officer is \$137,675 to \$261,081; placement within this range is dependent upon qualifications. The County also offers an attractive benefits package that includes:

- **Retirement Plan** – Benefit formula of 1.62% @ 65 retirement benefits under the Orange County Employees Retirement System (OCERS). New eligible employees who have reciprocal California public service time are required to choose between Plan P (1.62% @ 65) and Plan J (2.7% @ 55) retirement benefit formulas. Employees who select Plan P are eligible to participate in the County's 457 (b) Defined Contribution Plan (1.62%) and receive the County's matching contribution in a 401 (a) Defined Contribution Plan (1.62%), up to 2% of base salary.
- **Retirement Reverse Pickup Contributions** – County of Orange employees are subject to an additional reverse pick up percentage. This is in addition to the normal employee contribution. More information is available on the OCERS website: <http://www.ocers.org>.
- **Additional Defined Contribution Plans** – 401 (a) plan County contributes 5% of the Executive Manager's bi-weekly salary (no employee contribution required); 457 (b) Voluntary participation.
- **Optional Benefit Plan (OBP)** – \$4,500 annually (pro-rated if hire or promotion occurs mid-year). Executive Managers may elect a taxable cash lump sum, OBP Health Care Reimbursement Account, and/or 457 Defined Contribution Plan.
- **Health Plan Coverage** – There are currently five different plans to choose from including two Preferred Provider Organizations (PPOs) Plans and three Health Maintenance Organizations (HMOs) Plans.
- **Employee Wellness Program** – Higher County contribution towards biweekly health premiums upon participation in the three-step wellness program each year. Additional resources and opportunities promoting personal health and wellness goals are available. For more information visit the Employee Benefits website at <https://hrs.ocgov.com/page/employee-assistance-program>.
- **Dental** – Dental PPO coverage administered by Blue Shield of California. County covers 100% of premiums for the full time Executive Manager and eligible dependents.
- **Life Insurance and Accidental Death & Dismemberment (AD&D)** – Basic amount of \$125,000; employee may purchase additional voluntary coverage.
- **Sick Leave** – During the first three years of employment, the accrual time rate will be .0347 hours of sick leave with pay for each hour of pay, which is approximately nine days annually. At the fourth year, the accrual time rate will increase to .0462 hours, which is approximately 12 days annually.
- **Vacation Accrual** – Initial accrual rate at .0577 hours for each hour of pay, approximately three weeks per year, up to a maximum of .0962 hours for each hour of pay, five weeks per year subject to negotiation.
- **Severance Payment** – In the event that at-will employment is terminated, and in addition to a payout for any accrued, unused Vacation Time, the Employee will receive a severance payment, equal to the sum of ninety calendar days of salary and the County's share of the costs of Employee's health insurance premiums.
- **Auto Allowance** – For at-will Executive Managers, a taxable monthly allowance of \$765.
- **Salary Continuance** – County will pay 60% of salary for approved applications.
- **Educational and Professional Reimbursement** – Up to \$10,000 per fiscal year.

- **Other Benefits** – Voluntary Dependent Care (DCRA) & Health Care Reimbursement Account (HCRA); Employee Assistance Program; Annual Physical.

For additional information about benefits, visit <https://hrs.ocgov.com/employeebenefits>.

## HOW TO APPLY

Please apply **on-line** by **April 25, 2022** at [www.allianceRC.com](http://www.allianceRC.com). Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Alliance Resource Consulting. Candidates will be advised of the status of the recruitment following finalists' selection. Finalist interviews will be held with the County of Orange. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. If you have any questions, please do not hesitate to contact:

Sherrill Uyeda or Cindy Krebs

### ALLIANCE RESOURCE CONSULTING LLC

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