



# PROBATION

VENTURA COUNTY

THE COUNTY OF VENTURA INVITES  
APPLICATIONS FOR

# CHIEF DEPUTY PROBATION OFFICER

ANNUAL BASE  
SALARY UP TO  
\$173,921.90

MAY BE ELIGIBLE FOR  
EDUCATIONAL INCENTIVE UP TO  
5% OF BASE SALARY



# WHAT WE OFFER

The County of Ventura offers an attractive compensation and benefits package. Aside from our base salary of approximately \$124,217 to \$173,921 per year, an employee within this position will also be eligible for the following:

- **A general salary increase** of 4.0% effective December 24, 2023 and 3.5% effective December 22, 2024.
- **New Hire Incentive** - Newly hired employees may be eligible for a one-time New Hire Incentive up to 10% of the current annual base wage. [Subject to the applicable section of the Management Resolution (Sec. 625-627)]
- **Educational Incentive** - Completion of a graduate degree not required for the position may qualify for an incentive of up to 5% in addition to the base salary.
- **Executive Administrative Leave** - The candidate selected for this position will earn 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service or other public service (Sec. 616A). Leave accrual rate may be based on all public years of service.
- **Annual Leave Redemption** - The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours.
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Plans** - You are afforded a flexible credit allowance of up to \$21,450 annually for purchasing medical, dental, and/or vision insurance from a group of authorized plans.
- **Flexible Spending Accounts** - Employees may also participate in the Flexible Spending Accounts which increase their spending power by reimbursing them with pre-tax dollars for IRS approved dependent care and health care expenses.
- **Pension Plan** as a Safety Member: Participation in the County's Retirement Plan. Employees hired (by a VCERA employer or a reciprocal public agency) prior to January 1, 2013 are considered "Legacy" members and eligible to receive 2% at 50. Employees hired on or after January 1, 2013 (who are not eligible for reciprocity by virtue of employment with a reciprocal employer) are considered "PEPRA" members and eligible to receive 2.7% at 57. All Legacy and PEPRA retirees are eligible for an annual COLA, up to 3%.
- **Holidays** - 12 paid days per year which includes an annual floating holiday.
- **Additional Benefits** - Other benefits include disability plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Benefit Reimbursement Program and a Wellness Program. Incumbent is also entitled to County-paid membership in professional organizations related to the position. Incumbents are also entitled to County-paid membership in professional organizations related to their position.

# THE COUNTY OF VENTURA

Ventura County is located on California's "Gold Coast," approximately 35 miles northwest of Los Angeles and 20 miles southeast of Santa Barbara. It is the 26th largest county out of 58 in the State of California and has a beautiful, temperate climate. Its landmass rises from sea level to 8,831 feet at Mt. Pinos in the Los Padres National Forest. At certain times of the year, it is possible to stand on the beach and see snow in the mountains.

The mild Mediterranean climate, along with scenic geography, makes the area attractive to the more than 800,000 culturally and ethnically diverse people who call Ventura County home. The unincorporated areas – along with the ten incorporated cities of Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, Santa Paula, Simi Valley, Thousand Oaks, and San Buenaventura (Ventura) – rank Ventura as the 13th most populous county in the State.

The County is supported by a total budget of approximately \$2.7 billion and more than 9,500 allocated FTEs in 26 agencies/departments. The County provides a broad variety of services from 26 different departments and agencies that include safety and social services, healthcare, airports, harbor, resource management, parks, information technology, and public works. There are six elected department heads in addition to the Board of Supervisors: Assessor, Auditor- Controller, Clerk-Recorder/Registrar of Voters, District Attorney, Sheriff, and Treasurer-Tax Collector.

The Superior Court of California, County of Ventura has 30 judges, 4 commissioners, and a staff of approximately 370 employees with an annual budget of \$62 million. The court has five operational areas: Criminal and Traffic; Juvenile, Civil and Small Claims, Family Law and Probate.



# THE PROBATION AGENCY



The Ventura County Probation Agency's mission statement is: To promote effective interventions, individual accountability and community well-being.

The dedicated employees of the Ventura County Probation Agency (VCPA) work to transform and empower the lives of youth and adults under their care and supervision. In doing so, VCPA collaborates with justice system stakeholders (e.g., judges, prosecutors, defense counsel, law enforcement, and service providers) and allied organizations, community-based partners, and community members to support victims and to provide evidence-based programming and other services to those under supervision.

With an annual operating budget of nearly \$78 million and 445 budgeted positions, VCPA conducts its work in the courtroom, community, and juvenile facilities.

The Agency is comprised of four bureaus:

**ADULT SERVICES BUREAU** – This Bureau consists of Adult Field Services, Adult Safety Realignment, Adult Detention Alternative Programs, and Adult Court Services. These divisions perform specialized functions supervising more than 8,400 adults each year and participate in over 13,000 court actions. Services include pre-sentence investigation reports, pretrial evaluations, risk and needs assessments, work release, and probation and post release supervision.

**JUVENILE SERVICES BUREAU** – This Bureau comprised of three divisions: Juvenile Field Services, Juvenile Court Services, and Juvenile Facilities. The Bureau focuses on prevention, diversion, youth and family support services, treatment, and community supervision. It oversees programs for over 600 youth each year and participates in 2,700 court actions. The Juvenile Field Services Division manages citations, operates several specialty programs, administers risk and needs assessments, develops individualized and comprehensive case plans, and supervises in the community youth who are at moderate to high risk of recidivism. The Juvenile Court Services Division provides intake and investigative reports to the Court, operates an electronic monitoring program, and coordinates the placement of youth with high needs. The Juvenile Facilities house youth and young adults pending Juvenile Court proceedings and/or custody commitments and offer rehabilitative treatment pending their release back into the community.

Two other bureaus, consisting primarily of civilian staff, provide essential services to support VCPA and its employees. **THE ADMINISTRATIVE SERVICES BUREAU** includes the Professional Standards Unit, which conducts pre-employment background investigations and internal investigations on both peace officers and civilian staff. This bureau also includes Clerical Support, the Custodian of Records, Agency Courier Services, Human Resources, Labor Relations, and Staff Training. **THE BUSINESS SERVICES BUREAU** oversees Fiscal, Information Technology, and Strategic Management. This bureau has the immense responsibility of ensuring that all Agency staff have the resources and tools to perform their work effectively and efficiently.

As the field of corrections has evolved, so have the needs of the County's offenders and the community. To service these needs, VCPA has introduced scientific, evidence-based programming to its supervision model, including individual and family counseling, job training and readiness, anger management, risk and need assessments, and substance abuse intervention in an effort to maximize a probationer's successful transition back to the community. If these services prove unsuccessful and incarceration is warranted, the Agency operates and provides programming through the Juvenile Facilities in Oxnard and through jail alternatives which include an Adult Resource and Reporting Center and Work Release.



# THE OPPORTUNITY AND IDEAL CANDIDATE

Reporting directly to the Chief Probation Officer, the Chief Deputy Probation Officer assists in the planning, organization, and supervision of one of the major program functions of the Probation Agency. Additionally, this position is responsible for exercising direct responsibility for the coordination of activities and planning of an assigned program function as well as directs the activities of the program Division Managers. This position may serve as the Chief Probation Officer in their absence.

The Chief Deputy Probation Officer will be assigned to one of the four bureaus within the agency to provide leadership, strategy, vision and act as a steward of their responsible bureau which may contain both armed and unarmed personnel. The Chief Deputy will need to serve as a mentor and coach to division managers and subordinates to further promote the goals and objectives of the Agency as part of its strategic plan. This position will also be a collaborative and engaging partner to other stakeholders and partnering agencies including the Superior Courts, Public Defender, District Attorney as well as community based organizations. The Chief Deputy assists the agency and Chief Probation Officer in formulating Agency policy, programs, procedures along with advising and making major decisions in matters that affect the Agency; moreover, this individual must stay abreast of new and changing legislation that impacts the Agency, operations and stakeholders. A clear and distinctive focus of the position and of the agency is on rehabilitative efforts for offenders and utilizing evidence-based practices as opposed to imparting punitive action as a means to correct present and future behavior.

The ideal candidate will be a seasoned, innovative and engaging leader with a passion for the criminal justice system and have a vision for making a beneficial and lasting impact in helping to modernize the Probation Agency's practices, operations, and methodologies. The ideal candidate will be a seasoned corrections and probation services professional with demonstrated experience in increasingly progressive roles that include considerable managerial and leadership experience. This individual will foster trust among employees, peers, and collaborative partners; build, establish and maintain solid relationships both internally and within the community; hold their individual self and others accountable for results and actions; demonstrate superb communication and presentation skills; act as a team player and collaborator; and is innovative, enthusiastic and eager to bring forth ideas, recommendations and actions that are progressive and beneficial to the Agency and its stakeholders.

Chief Deputy Probation Officer is an at-will classification which is exempt from the provisions of the Civil Service Ordinance.



## QUALIFICATIONS

The required knowledge, skills and abilities can be obtained by:

A) Possession of either a high school diploma or a General Education (GED) certificate AND ten (10) years extensive experience in the probation, correctional and/or institutional fields which has led to the acquisition of the required knowledge, skills and abilities, five (5) of which must have been in a management classification in an agency similar to the Ventura County Probation Agency.

B) An Associate of Arts degree\* or sixty (60) units of academically oriented coursework\* AND eight (8) years of increasingly responsible corrections work experience, five (5) of which must have been in a management classification in an agency similar to the Ventura County Probation Agency.

C) A Bachelor's degree\* (preferably in behavioral science, social science, psychology, sociology, criminology, or a related field) AND six (6) years of increasingly responsible probation corrections work experience, five (5) of which must have been in a management classification in an agency similar to the Ventura County Probation Agency.

\*College degrees and coursework must have been attained/earned at an accredited college or university.

### NECESSARY SPECIAL REQUIREMENTS

The Chief Deputy is a Peace Officer pursuant to Sections 830 and 830.5 of the Penal Code and Sections 1029, 1031, and 1031.5 of the Government Code and must meet all of the minimum standards contained therein.

# THE PROCESS



To **APPLY** for this exceptional career opportunity, please send a **resume and a cover letter which illustrates all of the following:**

- Your progressive management experience in a corrections field;
- Your experience leading and managing staff, including the titles, sizes, and functions of staff you supervised;
- Your experience managing budgets, including the size and nature of budgets you have managed; AND
- Your experience preparing and making public presentations preferably to a board, council, or commission.

**Submit in one of the following ways:**

➡ E-mail to:  
**[Monika.Maine@ventura.org](mailto:Monika.Maine@ventura.org)**

OR

➡ Submit an on-line application and attachments (resume and cover letter) at  
[www.ventura.org/jobs](http://www.ventura.org/jobs).

Additional information about the recruitment process can be found online at [www.hr.ventura.org](http://www.hr.ventura.org). You may contact **Monika Maine** at **(805) 654-2419**. Application materials will be accepted until position is filled.

A first review of submitted resumes and materials is anticipated to occur beginning August 28, 2023, to determine whether or not the stated requirements are met. All relevant work experience, training and education need to be included in order to determine eligibility. Reviews will be conducted on a weekly basis thereafter.

Following an evaluation of the resumes, the most qualified candidates will be invited to a panel interview. The top candidates, as determined by the panel, will then be invited to a second/final interview. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quality of the candidate pool.

For further information about this recruitment, please, contact **Monika Maine** by email at : **[Monika.Maine@ventura.org](mailto:Monika.Maine@ventura.org)** or by telephone at **(805) 654-2419**.

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