



# Probation Manager

**Salary:** \$102,160.35 - 137,524.51 Annually, DOE/DOQ\*

\*This salary range reflects the negotiable range for hire. However, the top of the range for salary advancement is \$149,312.56

**Department:** Probation Department

**Application Deadline:** Open until filled

**Apply at:** [www.sbcountyjobs.com](http://www.sbcountyjobs.com)

**NOTE:** The County may provide reimbursement for reasonable relocation expenses, flexible (9/80) work schedules and, at the discretion of the CEO, can provide flexible relocation assistance, housing and student loan offsets, cash incentives, and/or vacation and sick leave pre-accruals in the interest of attracting the best talent to the organization.

## BENEFITS OVERVIEW

- **Vacation** - 12 to 25 days per year depending on length of public employment
- **Holidays** - 12 days per year
- **Sick Leave** - 12 days per year
- **Health Plans** - Choice of medical and dental plans with vision care. County contributions made towards the employee's premium.
- **Retirement** - The County offers a Defined Benefit Plan and 401 (a) Deferred Compensation Plan.
- **On-Site Employee Health Clinics in Santa Barbara and Santa Maria:** Provides ongoing and episodic services to eligible employees and their eligible dependents over age 15.

The County of Santa Barbara offers generous benefits, please [Click Here](#) or the Benefits Tab for more information on County benefits. Furthermore, applicants from other public sector employers may qualify for:

- **Retirement reciprocity**
- **Time and service credit towards an advanced vacation accrual rate**

We are accepting applications to establish one employment list that will be used to fill vacancies at all locations (separate lists for different locations will not be established) for the Probation Department. Therefore, applicants must check "All Locations" on the application and be willing to accept assignment at any location.

### **THE POSITION**

This management classification is responsible for core divisional operations or institution of the Probation Department. The required responsibilities for this position includes travel throughout the County and oversight of multiple and diverse units. Candidates should note that Santa Barbara County offers a flexible (9/80) work schedule. Additionally, the Probation Department is well respected throughout the State and is recognized as progressive, innovative, data driven evidence based and is dedicated to the mission of serving the community. As a member of the management team, the selected candidate will be responsible for providing vision and guidance to meet the challenges of the present and shape the department of the future, while maintaining or exceeding the current standard of excellence.

### **THE IDEAL CANDIDATE WILL POSSESS:**

- Familiarity with the criminal justice system including the principles of evidenced based practices for community corrections and current in Adult and Juvenile probation systems in California
- Excellent communication and interpersonal skills
- Experience effectively managing a diverse team
- Background of policy development and program implementation
- Success in inter-agency and community relations and engagement
- Outstanding analytical skills / ability
- Experience in project management and strategic planning
- Ability to make policy level decisions
- Experience using case management systems and knowledge related software programs as well as Microsoft Excel, PowerPoint, Word and Outlook
- Good understanding of budgeting and Federal funding process and cycles
- Good understanding of professional associations related to probation and community corrections

### **MISSION**

The Probation Department's mission is to protect the community by: providing information and recommendations to the courts; providing safe, secure and effective juvenile detention and treatment programs; enforcing court orders and post release community supervision conditions, requiring offender responsibility/accountability, and supporting rehabilitation; and providing victim services that include facilitating reparation and restitution to victims. For more information about the department, please visit: <http://www.countyofsb.org/probation/home>

### **EXAMPLES OF DUTIES**

1. Leads the planning and organizing of adult or juvenile probation services provided through a variety of departmental programs or in a detention facility, or departmental personnel/training services designed to support program and facilities staff; sets program goals and measurements; and assumes accountability for program results.
2. Makes broad policy decisions by serving on the department policy council and participating in

the development and modification of departmental policies and procedures; may prepare correspondence, special reports, manuals, and grant applications.

3. Oversees the program budget development by assisting in setting budget priorities by identifying needs such as capital improvements, supplies, and staffing; balances fiscal priorities; prioritizes and allocates resources within the program; and coordinates resources with other programs or departments.
4. Supervises others, including administrative and/or supervisors. Designs and participates in the testing and selection of job candidates, participates in or makes hiring decisions; sets performance standards, and evaluates performance; identifies training needs and conducts or arranges for training; directs subordinate staff by providing technical guidance and interpreting policies and procedures.
5. Confers with representatives of other County departments, other government agencies, and community organizations to coordinate efforts to provide cooperative services; may develop contracts or agreements with organizations or individuals to provide needed services, such as training of staff; represents the department before professional organizations, appointed boards, and the public, by explaining and promoting departmental decisions, and engaging community interest in and support for departmental programs.
6. Exercises a high-level of independent action and decision making at the program level.

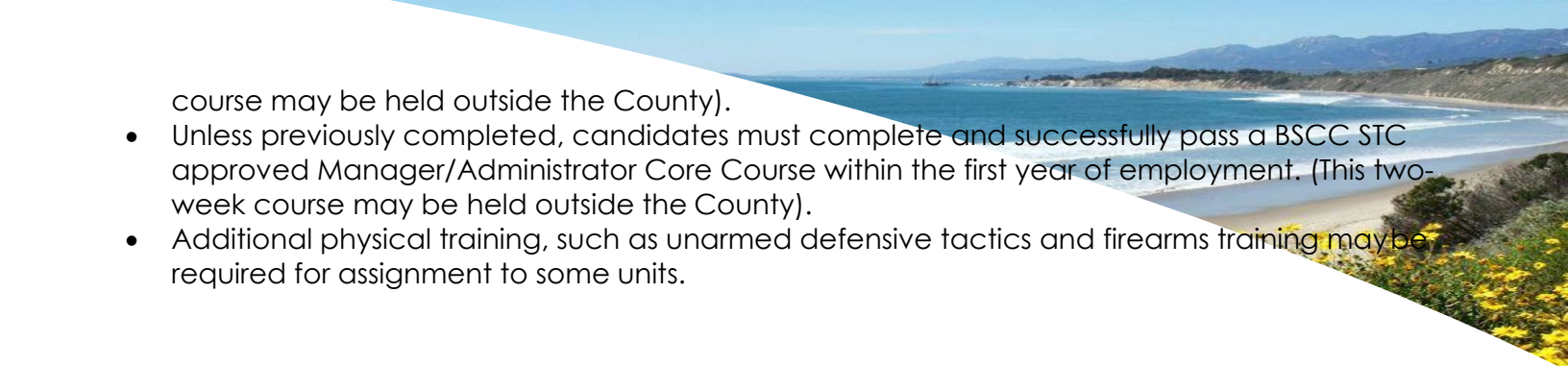
### **EMPLOYMENT STANDARDS**

1. Possession of a Bachelor's Degree preferably in Criminal Justice, Administration of Justice, Criminology, Psychology, Sociology, or in related field **and** two years of experience supervising peace officers in either community corrections, probation, or parole that includes some project/program development and budget preparation, including competencies listed below; **OR**,
2. Possession of a Bachelor's Degree preferably in Criminal Justice, Administration of Justice, Criminology, Psychology, Sociology, or in related field and two years of experience as a Supervising Probation Officer with the County of Santa Barbara Probation Department, including the competencies listed below; **OR**,
3. A combination of six years of training, education and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities, **AND**
4. The core competencies listed [here](#) and the ability to immediately demonstrate these competencies consistent with the position's level in the leadership series and the specific work assignment; **AND**

### **Additional Qualifications:**

- The ability to obtain an 832 PC certificate during the first year of probationary employment as condition of continual employment.
- Must meet minimum peace officer standards as specified in California Government Code Sections 1029 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony convictions; good moral character as determined by thorough background investigation (this includes a polygraph examination); submission of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional, or mental condition which might adversely affect the powers of a peace officer.
- Must be a U.S. citizen or permanent resident alien that is eligible for and has applied for citizenship.
- Possession of a valid California Class C Driver's License. Driver's license must be kept valid throughout the term of employment. Incumbents must be able to travel independently.
- Unless previously completed, candidates must complete and successfully pass a Board of State and Community Corrections (BSCC) Standards and Training for Corrections (STC) approved Deputy Probation Officer or Juvenile Correctional Officer "Core" Training course within the first year of employment. (This five-week course may be held outside the County).
- Unless previously completed, candidates must complete and successfully pass a BSCC STC approved Supervisor "Core" training course within the first year of employment. (This two-week



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- course may be held outside the County).
  - Unless previously completed, candidates must complete and successfully pass a BSCC STC approved Manager/Administrator Core Course within the first year of employment. (This two-week course may be held outside the County).
  - Additional physical training, such as unarmed defensive tactics and firearms training may be required for assignment to some units.

## APPLICATION & SELECTION PROCESS

1. **Application Review.** Review applications to determine which applicants meet the employment standards.
2. **Personal History Questionnaire (PHQ).** Candidates will be emailed a notice to complete a PHQ. If you pass, you will advance to the next step of the selection process.
3. **Supplemental Questionnaire Ranking:** Candidates' final score and rank on the eligibility list will be determined by their responses to the supplemental questionnaire. This process may be eliminated if there are fewer than eleven qualified candidates.

Candidates must receive a percentage score of at least 70 on the supplemental questionnaire to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months. At the time the employment list is established, all candidates will receive an email notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list. Human Resources will notify you by mail if your name is removed.

**BACKGROUND:** The successful candidate must meet peace officer standards and will be required to successfully complete a background investigation.

1. **BACKGROUND INVESTIGATION** includes an interview and a thorough check of police records, personal, military, and employment histories, and inquiry of persons who know you and evaluate whether you: respect the law and rights of others; are dependable and responsible; have demonstrated mature judgment in areas such as the use of drugs and intoxicants; are honest; and are a safe driver.
2. **POLYGRAPH EXAMINATION** will measure the accuracy of information given during the background investigation process and is part of the background investigation.

After a conditional offer of employment has been accepted, appointee must successfully complete the following:

1. **PSYCHOLOGICAL EXAMINATION** is given by a psychologist. You will be evaluated on the psychological factors related to successful performance to determine if you are presently suited for the position.
2. **MEDICAL EXAMINATION**
3. Submit written documentation of his/her **LEGAL RIGHT TO WORK** in the United States.

The appointee must satisfactorily complete a one-year probationary period.

**REASONABLE ACCOMMODATIONS:** The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We require verification of needed accommodation from a professional source, such as a Medical Provider or a learning institution.

Recruiters will correspond with applicants by e-mail during each step in the recruitment process. Applicants are reminded to check spam filters continuously during the Recruitment & Selection Process steps listed above to ensure they do not miss required deadlines.

**Statement of Commitment:** The County of Santa Barbara is dedicated to cultivating and sustaining an environment that exhibits equity and inclusion everywhere, and at all levels of our organization. The County believes equity is a fundamental principle that must be imbedded in policies, institutional practices and systems. The County recognizes the negative impacts of systemic racism and is committed to eliminating the barriers affecting our Black, Latinx, Indigenous, and Asian community members, as well as people of other diverse racial and ethnic backgrounds. We envision a world where society and its systems (e.g. education, criminal justice, and health care, housing the economy) are just, fair, and inclusive, enabling all people to participate and reach their full potential.

We celebrate community and employee diversity, strive for inclusion and belonging, and promote empowered participation. We aspire to build a workforce that is reflective of these values and the communities we serve. We are proud to be an equal opportunity employer and will resolutely uphold federal, California state law and/or Santa Barbara County ordinances.

We believe equity and inclusion are vital to fulfill the County's mission and to embody a culture of "One County, One Future." Expanding the full range of employee talent allows the County to deliver our best to all our community members.

We believe in the dignity and humanity of all people. We strive for a healthy and prosperous society that promotes all people having equitable access and opportunity.

**Disaster Service Workers:** Pursuant to Governmental code section 3100, all employees with the County of Santa Barbara are declared to be disaster service workers subject to such disaster service. Activities as may be assigned to them by their superiors or by law.

**COVID-19 Vaccination Verification and Testing:** This position may be subject to State Health Officer Orders (SHOOs) or County policy regarding vaccine verification and/or testing. Please contact the hiring department for more information.

**APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: Continuous, open until filled;** postmarks not accepted. Applications and job bulletins can be obtained 24 hours a day at [www.sbcountyjobs.com](http://www.sbcountyjobs.com).

**Questions?** Contact Collin Graham, Senior Employment Analyst, [cgraham@co.santa-barbara.ca.us](mailto:cgraham@co.santa-barbara.ca.us)