

COUNTY OF VENTURA INVITES APPLICANTS FOR THE

CHIEF PROBATION OFFICER

Annual Base Salary up to \$230,342



- * LEADERSHIP
- * DYNAMIC
- * INNOVATIVE
- * SERVICE
- * COMMITMENT
- * INTEGRITY
- * SUCCESS





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. Residents enjoy rolling hills and sweeping ocean views in a nearly perfect Mediterranean climate with an average annual temperature of 74.2 degrees. The beauty and weather combined with a wonderful quality of life are among the many reasons our residents choose to call Ventura County "home".

Ventura County is home to a population of 843,843 residents (as of the 2020 census) and consists of ten cities which include Ojai, Ventura, Oxnard, Port Hueneme, Camarillo, Thousand Oaks, Westlake Village, Simi Valley, Agoura Hills, and Oak Park. The geography of Ventura County is plentiful and rich with a diverse terrain of beaches, harbors, mountains, agriculture, Channel Islands, state parks, major freeways and highways, as well as a coastal railway. In addition to the many attractions Ventura County has to offer such as farmers' markets, concert venues, reputable school districts, and healthcare systems, Ventura County is a wonderful and safe environment to raise a family.



COUNTY GOVERNMENT AND COURTS

Ventura County is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, as well as to advise, assist and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction.

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 is charged by the courts with the direct supervision of approximately 8,000 adults on formal probation and 600 juveniles on formal probation.

Mission Statement: To promote effective interventions, individual accountability, and community well-being.

Vision Statement: Transforming and Empowering Lives to Build a Strong Community:

Values of the Probation Agency:

- **Collaboration** – We actively build networks of support and strive to create shared solutions on issues impacting our communities.
- **Dedication** – We demonstrate the highest level of integrity, professionalism, and compassion as a committed workforce.
- **Empowerment** – We connect people to resources and opportunities to encourage change and personal responsibility, which are cornerstones to building safe communities.
- **Excellence** – We are innovative, adaptable, and determined to continuously improve.
- **Respect** – We believe in a positive, empowering, and supportive work environment that encourages the sharing of diverse opinions.
- **Support** – We focus on restoration by providing access to trauma-informed services and facilitating healing

As the field of corrections has evolved, so have the needs of our offenders and the community. To service these needs, we have introduced scientific, evidence-based programming to our 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 at two detention facilities in the county: the Juvenile Facilities in Oxnard, and the Work Furlough facility in Camarillo.

In addition to our sworn staff, we employ a dedicated group of approximately 80 non-sworn support personnel to assist with a myriad of critical functions, including administrative and support functions.





THE POSITION

The Chief Probation Officer is responsible for the development, supervision and maintenance of juvenile, adult, probation and corrections services, including the investigation of referrals, supervision of clients, adult and juvenile custodial and treatment facilities, and rehabilitation services and programs.

The Chief Probation Officer holds a unique position in the County, selected by both the Superior Court and the County, operating under Government Code section 27770 et seq., Penal Code section 1203.5, Welfare and Institutions Code section 270 et seq., and other applicable law. Although the Chief Probation Officer is a County employee, the Superior Court has authority under law to direct and order the Chief Probation Officer to perform certain duties and report to the Court as required by law.

Government Code section 27771 states that the mandatory duties of the Chief Probation Officer include:

- Community supervision of offenders subject to the jurisdiction of the juvenile court pursuant to Section 602 or 1766 of the Welfare and Institutions Code;
- Operation of juvenile halls, juvenile camps and ranches;
- Community supervision of individuals subject to probation, mandatory supervision, and post-release community supervision;
- Administration of community-based corrections programming;
- Serving as chair of the Community Corrections Partnership;
- Making recommendations to the court, including but not limited to, pre-sentence investigative reports;
- The chief probation officer may perform other duties that are consistent with those enumerated above and may accept appointment to the Board of State and Community Corrections.

Additionally, this position functions as a Director for the Probation Agency, a County department head overseeing County staff, and performs executive managerial and administration of duties that include:

- Formulating policies and procedures for the administration of the Probation Agency;
- Developing and implementing corrections programs and services to meet the needs of clients and the community as well as to prevent delinquency and crime;
- Coordinating corrections programs with the Superior and Municipal Courts, District Attorney, Public Defender, Sheriff, Police Departments of the Cities in the County, State Agencies, and Federal Agencies;
- Maintaining current knowledge of legislative proposal and enactments regarding corrections services;
- Preparing and administering the Agency's budget;
- Directing planning of necessary additions to corrections facilities;
- Conducting and engaging in public relations activities and programs.

Given this unique position, the Chief Probation Officer meets regularly with the Presiding Judge, the Supervising Criminal Court Judge, and the Presiding Judge of Juvenile Court to review policy, operations, and services to the Court and works with the Board of Supervisors and the County on policy and operational issues (e.g., budget and fiscal matters, human resources, facilities, etc.) keeping them informed on community safety and offender services. The Chief Probation Officer works closely and collaboratively with a broad spectrum of local and regional criminal justice and human service organizations, as well as community leaders.

QUALIFICATIONS

Four (4) year degree from a college or university accredited by the Western Association of colleges and universities preferred in addition to broad, extensive, progressive and responsible upper management administrative experience in probation, parole services and institutional corrections functions, and substantial experience in an administrative capacity with major budgetary responsibilities.

NECESSARY SPECIAL REQUIREMENTS

The incumbent is a Peace Officer and must meet all of the minimum employment standards set forth in Section 830.5 of the Penal Code and Sections 1029 and 1031 of the California Government Code as well as the requirements established by the Commission for Peace Officer Standards and Training (POST).

- Possession of a valid California drivers license by date of appointment.
- Completion of a thorough background investigation which may include a psychological evaluation.

DESIRED QUALIFICATIONS

- Master Degree in criminal justice, sociology, psychology, business administration, public administration or a related field;
- Demonstrated leadership experience in a large organization including the implementation of evidence-based practices to effectuate results.
- Experience managing juvenile custody facilities.
- Considerable experience supervising corrections services teams.

THE IDEAL CANDIDATE

The ideal candidate for the position of Chief Probation Officer will be a proven and experienced leader who has a passion for the criminal justice system and is a forward thinking individual whose philosophy on juvenile and adult corrections embodies contemporary rehabilitation methodologies and current evidence-based practices that foster long-term positive results in individuals. The Chief Probation Officer will have exceptional interpersonal skills, a strong and high level of experience managing an organization consisting of a diverse framework of corrections teams and support staff. This individual is cognizant of and will promote the Court's and County's mission of diversity, equity and inclusion practices and principles in carrying out the services of the Agency.

WHAT WE OFFER

The County of Ventura offers an attractive compensation and benefits package. Aside from our base salary of \$164,514 to \$230,342 per year, an employee within this position will also be eligible for the following:

- **Recruitment Relocation Incentive:** Executive management employees, as designated by the Director—Human Resources, may be offered a relocation allowance not to exceed \$15,000 following criteria set forth in the Management Resolution Sec. 616B.
- **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 credit granted for prior public service (Management Resolution Sec. 616A).
- **Annual Leave Redemption:** The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours.
- **Automobile Allowance:** \$575 per month or may be authorized assignment of a County vehicle.
- **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 \$19,162 annually for purchasing medical, dental, and/or vision insurance from a group of authorized plans for Plan Year 2022.
- **Holidays:** 11 paid days per year which includes an annual scheduled floating holiday.
- **Miscellaneous Benefits:** Other benefits include Flexible Spending Account Plans, Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Benefit Reimbursement Program and a Wellness Program. Incumbents are also entitled to County-paid membership in professional organizations related to their position.
- **Pension Plan as a Safety Member:** Both the County and you contribute to 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%.

SELECTION PROCESS

It is anticipated that the position will be added to the County's established merit system prior to the position being filled which will govern the appointment and tenure of the position while still recognizing the collaborative and cooperative roles of the County and the Court in the selection, evaluation, and removal of the position.

First review of candidate applications is anticipated to occur on or around November 28, 2022, to determine whether the stated requirements are met. All relevant work experience, training and education need to be included to determine eligibility. Review will be on a weekly basis thereafter.

Following an evaluation of the resumes, the most qualified candidates will be invited to a panel interview consisting of Court and County representatives. The top candidates, as determined by the panel, will then be invited to subsequent interviews with the Board of Supervisors and Judges. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quality of the candidate pool. Any final candidate selected will require the concurrence of the Board of Supervisors and the Court.

HOW TO APPLY

To be considered for this exciting career opportunity, please send a cover letter and resume that clearly demonstrates your qualifications, background, and education as they relate to this position's requirements.

Please include a description of your experience with:

- Administration of probation, parole services and institutional corrections functions;
- Administration of an organizational budget including the size of the budget;
- Organizational strategic planning and objectives or significant accomplishments obtained;
- Evidence-based practices that foster rehabilitative efforts for both juvenile and adult offenders;
- Supervision responsibilities including the titles and size of direct reports

Submit your materials (email with attachments preferred) to:

Monika Maine, HR Manager at Monika.Maine@ventura.org OR

submit an on-line application and attachments (resume and cover letter) at www.ventura.org/jobs.

For information or questions about this recruitment please contact Monika Maine at (805) 654-2419.