



SOLANO COUNTY PROBATION DEPARTMENT

Chief Probation Officer

Salary \$195,001 to \$237,025 annually DOE/DOQ



REDUCING RECIDIVISM THROUGH POSITIVE BEHAVIOR CHANGE



The place for people to live, learn, work, and play-

Solano County is a special place, with its inviting mix of rural and suburban lifestyles and easy access to all the urban amenities associated with two of the nation's most dynamic metropolitan regions. Situated midway between San Francisco and Sacramento- the State capitol, Solano County is home to rolling hillsides, waterfronts, and fertile farmland.

Solano County is a growing community that reaps the benefits of its ideal location for those who live and work here. The blend of agriculture, corporate business, and pleasant lifestyle enhance the attraction of Solano County. With its strategic location, affordable housing, natural and human resources, history of responsible land use, and attractive quality of life, Solano County is a promising place to live, learn, work, and play.



THE POSITION

The Chief Probation Officer (CPO) is responsible for the development, supervision, and maintenance of juvenile and adult probation and corrections services, including investigations for the Court, supervision of adult and juvenile clients, juvenile custodial and treatment facilities, and rehabilitation services and programs.

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

Government Code section 27771 states that the mandatory duties of the CPO:

- Community supervision of offenders subject to the jurisdiction of the juvenile court;
- 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;
- Serving as chair of the Juvenile Justice Coordinating Council;
- 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 Department, 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 Department;
- 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 Court, 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 Department's budget;
- Directing planning of necessary additions to corrections facilities;
- Conducting and engaging in public relations activities and programs.

Given this unique position, the CPO meets regularly with the Presiding Judge, the Supervising Criminal Judge, and the Presiding Judge of Juvenile Court to review policy, operations, and services to the Court and works with the County Administrator and the Board of Supervisors 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 CPO works closely and collaboratively with a broad spectrum of local and regional criminal justice and human service organizations, as well as community leaders.



The Court

The Superior Court of California, County of Solano is a unified court under California law and is comprised of twenty judges and three commissioners. The Court is supported by 205 staff and operates on an annual budget of \$36 million. The Court operates in four facilities. The Hall of Justice, Old Solano Courthouse and Law and Justice Center are located in Fairfield and the Court operates a branch court in the City of Vallejo. All court locations are within close proximity to County offices. In addition to handling the full range of general and limited jurisdiction cases typical of a Superior Court in California, the Court also operates a robust Collaborative Courts program.

Solano County Facts and Governing Structure

The County is a General Law County established in 1850 under the Government Code of the State of California. The County seat is in the City of Fairfield. The total population is approximately 453,000. The County encompasses a total of 906.9 square miles. The County's population is concentrated in the seven incorporated cities of Benicia, Dixon, Rio Vista, Suisun, Vacaville, Vallejo and Fairfield. A five-member County Board of Supervisors governs Solano County. The County offices are centrally located in Fairfield at 675 Texas Street.

The Department

The mission of the Solano County Probation Department is to protect the community by conducting investigations for the Court, holding offenders accountable, enforcing court orders, supporting victim restoration, facilitating the rehabilitation of offenders, and providing safe, secure, effective and proven detention and treatment programs. The primary functions include supervision and treatment referral services for adult and juvenile offenders. In addition, the Department provides risk/needs assessments and cognitive behavioral interventions for juveniles and adults, juvenile detention, out-of-home placement for juveniles, and collection of restitution, fines and fees.

The Probation Department has its main office in Fairfield (475 Union Avenue) and operates a drop-in center in Vallejo. The Department is also responsible for the Juvenile Detention Facilities in Fairfield. The Department has approximately 227 employees.



Compensation and Benefits

The salary range for this position is \$195,001 to \$237,025 annually

In addition to base salary, Solano County will offer:

- 12 Holidays
Plus 2 partially-fixed holidays
Plus 2 floating holidays
- 4 Weeks of Vacation
- Sick Leave
- CalPERS Pension Plan
- Car Allowance
- 80 Hours Annual Administrative Leave
- Medical/Dental/Vision Insurance
- Life Insurance
- Disability Insurance
- Longevity Pay
- Retirement Health Savings Plan
- Flexible Spending Account
- Deferred Compensation
- Monthly Management Business Expense

For a detailed Benefits Summary:

<https://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=18429>

Candidate Education and Experience Requirements

Education and/or Experience: Progressively responsible probation experience as a Division Head level or higher; or any equivalent combination of education, experience, and training which demonstrates the required knowledge and abilities.

Preferred Qualifications: The Department is looking for an innovator in the field of community corrections with extensive knowledge of evidence-based practices. A visionary leader with field, institutional, and project management experience is highly desired.

HOW TO APPLY

[Click Here for the Employment Application](#)

This position is open until

February 15, 2024

Solano Probation - We are firm, fair,
care, and we are here!



Chief Probation Officer

The ideal candidate for Chief Probation Officer will be an experienced probation manager and an effective leader who will work collaboratively with county government, the court, department staff, labor, criminal justice, community agencies as well as local, state and federal agencies, to accomplish the Department's goals. Candidates must be comfortable working in a dynamic environment that requires strong management and leadership skills with the ability to coordinate an array of activity in a multi-faceted and robust organization.

The CPO must be a strategic thinker with an innovative and creative approach to organizational management and service delivery. Considered a consensus builder, this individual will manage with an open and approachable personal style and excel in interpersonal relationships. The CPO will inspire others to reach and achieve goals by setting an example of the highest level of professionalism.

Top candidates will have a proven track record of incorporating best practices and evidence-based programs in order to fully evaluate outcomes. Successful and relevant experience dealing with a strategic view of data analysis on the evaluation of contemporary models and programs will serve the CPO.

Candidates will also need to possess a general understanding of psychology and group behavior as it applies to both juvenile and adult offenders. This understanding, combined with a desire to further enhance the program and service delivery of the organization through Department staff will be valuable and expected in the next CPO.

The Qualifications

Experience:

- Ten (10) years of experience in the field of probation, community corrections, law enforcement or human services casework of increasingly responsible experience in the probation and corrections field, with at least four (4) years in a management position with administrative capacity or any combination of academic education, professional training or work experience which demonstrates the potential to perform the duties of this position. California experience is preferred.

Education:

- A Bachelor's degree is required from an accredited college or university in social or behavioral sciences, public or business administration, probation services or a related criminal justice field.
- A Master's degree is desired.

Training:

- Meet the requirements of Section 832 of the Penal Code in the State of California.
- Completed mandated Standards of Training for Corrections program requirements.

How to Apply and Selection Process

Based on the information provided in the application documents, the best qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the selection process. This decision is made by the Court in collaboration with the County.

Candidates will be expected to submit an application package that must include the following:

- Compelling cover letter (not exceeding three pages) that succinctly addresses professional experience and qualifications needed to perform in this executive capacity as outlined in this brochure;
- Comprehensive resume;
- Reference list to include professional references including all contact information. Suggested reference list should consist of immediate supervisor in last three positions, names of two direct reports, and three other references (appropriate professionals) from current or former organizations;
- Completed online application.

The Court will pre-screen the applications and review the results with a Sub-Committee of the Court and others in County leadership.

Candidates will be required to sign a detailed release form to substantiate employment history and education. References will not be contacted until mutual interest has been established. This position will require a POST background investigation to meet State of California requirements and to ensure that individuals under consideration have the highest degree of ethics and standards as deemed necessary to assume this position.

If you have questions or would like to discuss the opportunity further, please call Caroline Walton, Court Human Resources Manager, at (707) 207-7473. Confidential inquiries are encouraged and welcomed. For more information on the Court, visit their website at

www.solano.courts.ca.gov.

Supplemental Questions

The supplemental questions will be used to help determine your qualifications for this position and whether you continue in the recruitment process. Be sure to answer the questions thoroughly and completely.

1. As Chief Probation Officer appointed by the Superior Court with responsibility to the Court as well as an organization funded by the Board of Supervisors, which approach to leadership would be the most effective? How would you balance the sometimes-conflicting goals of the Court and the County?
2. What are the major challenges facing Probation departments in California in the next three years?
3. What qualities are required for a Chief Probation Officer to be an effective leader in California?
4. What must a leader in Probation do to develop and maintain an effective labor management relationships?
5. Describe your experience managing a county department or major division of an organization with respect to (a) number of employees, (b) size of budget, and (c) variety of programs.
6. Describe your experience in concurrently managing multiple programs with differing funding sources and funding requirements. For example, state or federal grant programs which may carry very specific requirements for staff-to-client ratio versus services funded with County general fund dollars for which no such requirements exists, but resources may be insufficient to allow desirable staff/client ratios. Address how you will make the most effective use of these differing funding sources to maximize service efficiency and effectiveness.