



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
PROBATION OFFICE

**VACANCY ANNOUNCEMENT
NO. 2016-03
CHIEF U.S. PROBATION OFFICER**

Position:	CHIEF UNITED STATES PROBATION OFFICER
Classification Level:	JSP 15-17 (Salary range: \$134,349 - \$209,809) Starting salary, dependent on experience and qualifications <i>*Salary noted above includes current 12.05% Hawaii Cost of Living Adjustment (COLA).</i>
Position Location:	United States Probation Office 300 Ala Moana Boulevard, Room 2300 Honolulu, HI 96850
Closing Date:	Position open until filled. Priority consideration for applications received by 5:00pm, July 25, 2016

The United States Probation Office in the District of Hawaii is seeking a Chief U.S. Probation Officer. This position is under the administrative direction of the Chief Judge of the U.S. District Court, and is directly responsible for the administration and management of the daily operations of the U.S. Probation Office. The incumbent is responsible for ensuring expeditious processing of presentence investigations and reports for the Court; supervision of offenders on probation or supervised release; promulgating policies, procedures and guidelines necessary to insure an appropriate level of service; budgetary oversight for the U.S. Probation Office; supervising and establishing training of the staff; maintaining liaison with the Chief Judge, judicial officers, and Court Unit Executives; and maintaining cooperative relationships with U.S. Pretrial Services and other Probation Offices and all components of the criminal justice system.

In order to carry out these important responsibilities, the Chief Probation Officer must be a strong leader with vision, creativity, and the ability to motivate and develop staff. The Chief Probation Officer must be highly organized, resourceful, and possess sound judgment. The incumbent must also exhibit a professional appearance and demeanor at all times.

The District of Hawaii Probation Office oversees the entire state of Hawaii, which includes eight main islands (Oahu, Kauai, Maui, Hawaii, Lanai and Molokai, Niihau and Kahoolawe). There are currently three active U.S. District Judges (and one pending nominee), four senior U.S. District Judges, three full-time U.S. Magistrate Judges and one recall U.S. Magistrate Judge. There are currently 38 staff members: one Chief Probation Officer, one Deputy Chief, 26 Probation Officers, one Probation Officer Assistant and 9 support staff. One Probation Officer is located in a branch office in Hilo, Hawaii, one Probation Officer is located in a branch office in Maui, and five staff will be relocating to a satellite office in West Oahu. Probation Officers travel regularly to the neighbor islands to supervise offenders.

REPRESENTATIVE DUTIES:

- Organizes the probation office to ensure expeditious handling of investigative work (which includes comprehensive presentence investigations reports with recommendations) and effective case supervision of those on probation or supervised release.
- Oversees the development, implementation and administration of comprehensive results-oriented evidence-based practices, programs and policies for post-conviction offenders under probation or supervised release.
- Reviews, analyzes and interprets statutory and Judicial Conference requirements for the administration of probation services; promulgates policies, procedures and guidelines necessary to meet these requirements.
- Selects and recommends candidates for appointment as probation officers to the court, and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; and, makes certain the work of all subordinates is systematically evaluated.
- Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
- Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing and supervision practices.
- Promotes and maintains conditions that encourage professionalism by all staff.
- Develops and maintains a public relations program that explains probation and other correctional services to the community; assumes responsibility for communication with the news media.
- Responsible for the oversight of the solicitation and implementation of evidence-supported contractual services to meet offender needs.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Establishes and maintains cooperative relationships with other probation and pretrial services officers to assure all requests for assistance from other districts are met promptly and effectively.

- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social services agencies.
- Occasionally, may perform the duties of probation officers or of supervising probation officers.
- Perform other related duties as required by the court.

COURT-PREFERRED SKILLS:

Additional qualification, skills, and experience preferred:

- A graduate degree in a closely related field.
- Previous management/leadership experience, education, or training relevant to U.S. Probation Office operations.
- Direct management experience in developing, implementing and administering comprehensive results-oriented evidence-based programs, practices and policies for post-conviction offenders under probation or supervised release.
- Substantial high-level management experience in budgeting and financial management, staffing and human resources functions, long and short-range planning, and oversight of information technology.
- Excellent oral and written communication skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner.

QUALIFICATIONS AND SPECIALIZED EXPERIENCE:

To qualify for the position of Chief Probation Officer JSP 15, 16, or 17, the candidate must have a bachelor’s degree from an accredited college or university and possess three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. The three years of specialized experience is mandatory and does not permit any substitutions.

Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling and guidance of offenders including community corrections or pretrial program. Experience as a police officer, FBI agent, customs agent, marshall or similar does not meet the requirements of specialized experience. Specialized experience must be earned after a bachelor’s degree has been granted.

Substitutions and Crediting of Substantial Management Experience:

Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade level. If the person does not have three years of substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level.

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources

functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include deputy chief probation officer, deputy chief pretrial services officer, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

MAXIMUM ENTRY AGE FOR LAW ENFORCEMENT RETIREMENT COVERAGE

In order to be included under federal law enforcement officer retirement provisions, an individual would have to meet “maximum entry age” provisions as follows: First time appointees to positions covered under law enforcement retirement provisions **must not have reached their 37th birthday at the time of appointment**. Applicants over age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirements.

BACKGROUND INVESTIGATIONS, DRUG SCREENING AND MEDICAL REQUIREMENTS

Prior to appointment, the selectee considered for this position will undergo a complete background investigation, medical examination and drug screening. In addition, as conditions of employment, employees are subject to on-going random drug screening and updated background investigations every five years. The medical requirements and the essential job functions derived from the medical guidelines for officers are available for public view at <http://www.uscourts.gov>.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. Citizens or eligible to work in the United States. Applicants who are not U.S. Citizens must be eligible to work for the United States Government. The Court also requires employees to adhere to a Code of Conduct which is available upon request.

BENEFITS:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, Federal Employees’ Health Benefits, Federal Employees’ Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>. This position is subject to mandatory electronic funds transfer for payment of net pay.

HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit all of the following documents:

- 1) A copy of the most recent resume;
- 2) A letter of interest which includes a detailed narrative statement which addresses specific qualifications, skills and relevant experience that outlines your personal management philosophy and addresses the knowledge, skills and experience necessary to perform the duties of the Chief Probation Officer;
- 3) [Judicial Branch Federal Employment application \(AO-78\)](#), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous"
- 4) Two most recent performance evaluations (*if available*); and
- 5) Three references (*with name and contact information*).

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Please submit documents electronically via email to: careers@hid.uscourts.gov with subject line: *VA 16-03 CUSPO (your name)*.

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status.

The Chief Judge reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Judge may elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPORTUNITY EMPLOYER