



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
U.S. PROBATION OFFICE

**VACANCY ANNOUNCEMENT
NO. 2014-03**

Position:	CHIEF DEPUTY U.S. PROBATION OFFICER, TYPE II
Classification Level:	Starting salary, dependent on qualifications Judicial Salary Plan (JSP) 14-16 (\$110,768- \$152,811) <i>*Salary noted above includes 12.25% Honolulu, Hawaii Cost of Living Adjustment (COLA). Salary matching will not be considered.</i>
Term of Employment:	Full-Time, Permanent
Position Location:	United States Probation Office 300 Ala Moana Boulevard, Room 2300 Honolulu, HI 96850
Closing Date:	Position open until filled. Applications received by January 13, 2014 will be given priority consideration.

The U.S. Probation Office in the District of Hawaii is a career organization focused on providing exceptional service to the court, members of the legal community and the general public.

Currently, we are seeking applicants for a full-time **Deputy Chief U.S. Probation Officer** position. The Deputy Chief Probation Officer reports directly to and assists the Chief Probation Officer in the administration and management of the Federal probation and parole services. The Deputy Chief is the “alter ego” of the Chief and as such, a strong collaborative relationship is required.

REPRESENTATIVE DUTIES:

The Deputy Chief Probation Officer has a variety of duties and responsibilities that include but are not limited to the following:

- Manage and supervise all supervisory probation officers (directly) and all probation officers (indirectly) as well as other staff as assigned, including recruiting, selecting, and evaluating staff, and designing or managing staff training programs.
- Supervises office staff including all clerical, professional, supervisory, and administrative personnel; pays particular attention to travel, leave, and scheduling of work hours.
- Supervises administrative work to include the inventory and ordering of equipment and supplies, preparing statistical reports and personnel papers, maintaining files and records, and disposing records.
- Manages, develops, and mentors supervisory officers, specialists, and support staff, including establishing standards, evaluating performance, handling disciplinary actions, and recommending new hires, personnel actions, and terminations.
- Manages administrative aspects of office operations and determines office needs, including personnel needs, space requirements, fiscal needs, etc. Assists in estimating personnel, space allocation, travel expenses, and training. Develops office policies pertaining to personnel management, succession and aggregate planning, efficiency and effectiveness, safety, and quality control.
- Assist in providing executive leadership, management, and supervision for all operations of the office. Serve as point-of-contact for the office.

- Performs team reviews, for quality control purposes, of both supervision and presentence units.
- Promote, train and educate Probation officers on Evidence-Based Practices including, but not limited to: Cognitive Behavioral Training, Risk Assessment and Employment.
- Assist in developing, managing, and monitoring all staff training programs to ensure compliance with minimum standards. Implement and ensure compliance of the officer integrity program, background investigations, re-investigations, random drug testing, and medical standards.
- Facilitates and oversees conflict resolution and provide recommended resolutions in grievances, disputes and disciplinary actions. Coordinates cross-functional problem solving.
- Coordinates and oversees the development, implementation, administration, and evaluation of comprehensive results-oriented evidence-based programs, practices and policies for post-conviction offenders on probation or supervised release.
- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts and institutions, and the effective supervision of offenders and supervised releases.
- Manages all specialty programs to include treatment services, location monitoring, workforce development, custody and corrections, firearms/safety, and community service.
- Oversees quality control of the office operations including: random reviews/checks of presentence and supervision reports/duties, Probation Case Tracking System PACTS/Decision Support System (DSS) data as well as review of other relevant information.
- Assist in formulating, implementing, monitoring, and modifying organizational policy involving collaboration with judges and other court personnel. Assist in participating and collaborating in the establishment and development of judiciary-wide policies. Interpret, apply, and ensure compliance with *The Guide to Judiciary Policies and Procedures*.
- Assist in developing, administering, executing and monitoring the budget. Collaborates with the Chief in budget formulation, execution and oversight. Assist in certifying financial transactions of the office.
- Assist the Chief Probation Officer in the formulation, implementation, and modification of probation and parole policies in the district.
- Coordinates and oversees the Annual Internal Controls Assessments including ensuring that any findings from such annual assessments or independent audits are addressed in a timely manner.
- Recommends and develops training programs and supports training opportunities for staff; encourages, mentors, and ensures continuous professional development and learning.
- Monitor community issues and events with special focus on alleviating hazardous office and field incidents.
- As directed by the Chief Probation Officer, make presentations regarding U.S. Probation Office mission, goals and initiatives to community groups and other interested agencies.
- Establish and maintain cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies. Confers with judges, attorneys, and other parties to interpret office policy and procedures. When necessary, coordinates cross-agency training and problem solving.
- Occasionally, the Deputy Chief Probation Officer may perform the duties of a probation officer or supervising probation officer.

- Functions as Acting Chief Probation Officer in the Chief's absence.
- Perform other duties as assigned or delegated by the Chief Probation Officer.

QUALIFICATION REQUIREMENTS:

To qualify for a position of Deputy Chief U.S. Probation/Pretrial Services Officer Type II at JSP 14, 15, or 16, an applicant must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent. This includes completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, sociology, human relations, or business, public administration or other related field.

JSP Grade Level	Years of Specialized Experience
14	Six (6), to include one year of experience at or equivalent to a CL 29 or JSP13
15	Seven (7), to include one year of experience at or equivalent to a CL 30 or JSP14
16	Seven (7), to include one year of experience at or equivalent to a CL 31 or JSP15

SPECIALIZED EXPERIENCE:

Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in evidence-based community corrections or pretrial programs. Experience in closely allied fields such as education, guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI agent, customs agent, marshal, or similar position does not meet the requirements of specialized experience. *Specialized experience must be earned after the bachelor's degree has been granted.*

COURT-PREFERRED SKILLS, EDUCATION AND EXPERIENCE:

- An advanced degree in the fields listed previously under "Required education" is preferred. A candidate possessing a Juris Doctor will be considered as an advanced degree holder.
- Possess at least four years of experience in supervising professional staff.
- Possess excellent problem-solving skills and interpersonal skills.
- Currently hold status as a probation or pretrial services officer within the United States Courts.
- Previous supervisory/management/leadership experience, education, or training relevant to the U.S. Probation Office
- Experience in budgeting and financial management (including Internal Controls and internal audits), 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.
- Must have time management skills, be detailed-oriented and have the ability to handle multiple tasks simultaneously.
- Inasmuch as overtime work *may* be required, must have the ability to be available beyond a standard 40-hour work week.

DESIRABLE PERSONAL CHARACTERISTICS:

Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise, and initiative; and must maintain a professional appearance and demeanor at all times. Ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Must be flexible and conscientious about detail and accuracy. Must be able to balance the demands of varying workload responsibilities and deadlines.

The successful candidate will:

- Possess exceptional leadership skills, be a motivator and lead by example. Integrity must be beyond reproach.
- Have a record of displaying good judgment and of being a proven problem-solver who can provide innovative solutions to workplace problems as well as employee relations issues.
- Be able to establish good working relationships with peers, subordinates, and superiors and have a management style that builds consensus, trust and confidence with staff.
- Be adaptable to change and able to lead major change initiatives.

BENEFITS:

The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to benefits similar to those of 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. This position is subject to mandatory electronic funds transfer for payment of net pay.

This position is considered a secondary law enforcement position for consideration of the Federal Employees Retirement System (FERS). The incumbent, if already qualified for Law Enforcement Officer status under FERS, will retain that status.

CONDITIONS OF EMPLOYMENT:

Applicants must be a United States citizen or provide documentation proving eligibility to work in the United States.

If the selectee is currently in a federal hazardous duty position, mandatory retirement requirements apply.

Qualified candidates will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training. As determined by the Chief Probation Officer, references and former employers [whether listed as references or not] of the final group of candidates may be called to seek information on past performance history.

Prior to appointment, applicants considered for this position will undergo a full field background investigation, a credit record check, and pre-employment medical examination and drug screening as conditions of employment. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years to determine continued suitability.

The court requires employees to adhere to a Code of Conduct and Charter of Excellence.

MAXIMUM ENTRY AGE FOR LAW ENFORCEMENT RETIREMENT COVERAGE:

There is no "maximum entry age" for this position; however, 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 officer retirement provisions **must not have reached their 37th birthday at the time of appointment.** Applicants 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.

PHYSICAL REQUIREMENTS:

The duties of probation officers require the investigation and management of alleged criminal offenders or convicted offenders who may present physical danger to officers and to the public. In the supervision, treatment and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses. Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties and are subject to fitness for duty evaluations. Vision and hearing must also be adequate to perform the duties listed safely and effectively. Travel within the state is required.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for this vacancy are available for public review at <http://www.uscourts.gov/>.

APPLICATION PROCESS:

Qualified applicants must submit an **original and three copies** of ALL 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 Deputy 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; and
- 5) Three professional references.

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 will disqualify applicant from further consideration.

Mail application packet to:	U.S. Probation Office Attention: Human Resources 300 Ala Moana Boulevard, Room 2300 Honolulu, Hawaii 96850 Re: DCUSPO 2014-03- CONFIDENTIAL
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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 U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The District of Hawaii U.S. Probation Office 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.

AN EQUAL OPPORTUNITY EMPLOYER