



UNITED STATES DISTRICT COURT
U.S. PROBATION & PRETRIAL SERVICES OFFICE
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2024-03

Position:	ASSISTANT DEPUTY CHIEF U.S. PROBATION OFFICER (ADCUSPO)
Classification Level:	Court Personnel System, Classification Level CL-31 Table HI - Hawaii Starting salary dependent on qualifications Grade: CL 31, steps 1-61; Salary range: \$130,530 - \$208,979 <i>*Salary noted above includes an 8.9% Hawaii Cost of Living Adjustment (COLA) for 2024, subject to change annually.</i>
Terms of Employment:	Full-time, Excepted Service
Position Location:	United States Probation & Pretrial Services Office 300 Ala Moana Boulevard, Room 2300 Honolulu, HI 96850 United States Probation & Pretrial Services Office 94-307 Farrington Highway, #A06 Waipahu, HI 96797
Closing Date:	Position open until filled. Priority consideration for applications received by April 29, 2024.

Vision Statement

KULIA I KA NU'U. E HELE ME KA PU'OLO!

(To always strive to reach the summit and to make every person, place, or condition better than before)
This is our commitment to engage, motivate, and change our community for the better and to make Hawai'i the safest place to live.

Mission Statement

Assist the Court in the fair administration of justice by respecting the presumption of innocence; avoiding unnecessary detention; conducting thorough investigations; providing unbiased, verified reports; making informed recommendations; and inspiring individuals to rehabilitate and reunify with the community, with the goal of protecting and improving Hawai'i.

Values

MALAMA – To take care of; to serve and to honor

HO'OHANOHANO – To honor the dignity of others; to conduct yourself with distinction; to cultivate respectfulness

PONO – Rightness and balance; the feeling of contentment when all is good and right

Our vision, mission and values were developed collaboratively with our employees and leadership to showcase the culture of our workplace. Hawaiian words were chosen to show our commitment to inclusivity and to recognize the communities we represent and serve.

The United States Probation & Pretrial Services Office in the District of Hawaii is a career-oriented organization focused on providing exceptional service to the Court, members of the legal community, and the general public. The Office is currently accepting applications for a full-time **Assistant Deputy Chief U.S. Probation Officer**. Transfer applications from experienced federal probation officers with at least 3 years of experience working in a supervisory capacity will be considered.

POSITION DESCRIPTION

The position of Assistant Deputy Chief Probation Officer is a senior management position for the U.S. Probation & Pretrial Services Office, District of Hawaii. As a member of the management team, the Assistant Deputy Chief is responsible for assisting the Chief U.S. Probation Officer (CUSPO) and the Deputy Chief U.S. Probation Officer (DCUSPO) in the administration and management of all pretrial and probation services within the district. Responsibilities include the coordination and oversight of work assignments to all units, management review of completed reports, written communication to the Court, and assisting in the development and implementation of appropriate policies, procedures, guidelines, and standards. The ideal candidate will have a broad knowledge of the Federal Probation and Pretrial Services system. This position is responsible for providing leadership to formulate, supervise, and implement initiatives to achieve goals and objectives defined for the court unit. The incumbent is responsible for ensuring work assignments and quality investigative and supervision casework comports with district expectations. The Assistant Deputy Chief will demonstrate a strong knowledge in pretrial and presentence investigations, federal correctional rehabilitation, and services for persons under supervision, and agency operation. The incumbent will assist in the district's goal of supporting an evidence-based learning organization that taps human potential through dialogue, accountability, innovative ideas, and personal and professional growth. This position will help manage supervisors and is responsible for district operations as assigned by the CUSPO and DCUSPO.

Representative Duties and Required Competencies:

- Working with other senior managers in a collaborative, team-oriented approach to help, identify, develop, and implement short and long-term goals and objectives for the agency with specific timelines for completion.
- Manage, develop, and mentor supervisory probation officers, including, but not limited to, establishing standards, evaluating performance, and conducting quality control review of their work products.
- Review monthly and quarterly reports to identify problems, trends, and other issues. Analyze data collected to solve problems, which may include creating or modifying policies, procedures, and practices. May recommend discontinuation of administrative or operational procedures, if it is in the best interests of the Court and agency operations.
- Audit and review case work, including pretrial/presentence investigation reports, case plans, correspondence, and client supervision practices to ensure that recommendations made by officers or supervisors to the Court comply with national, local, and agency policies, procedures, Court-specified conditions, and administrative practices. Performs team reviews to maintain and improve ongoing quality control measures within the district with a special focus on consistency.
- Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, and staff, as well as provide technical guidance for administrative and client services to the Court, other judicial personnel, managers, and line officers.
- Ensure the expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of clients in the community.
- Handle administrative tasks and/or administrative units as assigned by the CUSPO or DCUSPO.
- Oversee special projects such as the Continuity of Operations Plan (COOP) as assigned by the CUSPO or DCUSPO.
- Help facilitate and mediate sensitive and complex personnel matters.
- Assist in establishing and maintaining cooperative relationships with other U.S. Probation and Pretrial Offices to assure all requests for assistance from other districts are met promptly and effectively.
- Assist in establishing and maintaining cooperative relationships with all components of the criminal justice system to include the U.S. Sentencing Commission, U.S. Attorney's Office, the Office of the

Public Defender, and community corrections associations and law enforcement entities at the national, state, and local levels.

- Monitor high-profile cases and events that impact the community in order to keep the CUSPO and DCUSPO aware of potential concerns, with a special focus on alleviating hazardous office and field incidents.
- Demonstrate leadership qualities, including the ability to plan and oversee implementation of district programs, processes, and initiatives.
- Assist in the selection and assignment of staff.
- Assist in managing performance for all subordinates and help in identifying their training needs.
- Promote ongoing learning by continuously upgrading your own knowledge, skills, awareness and understanding of theories, data, and trends in corrections, management, and the political environment.
- Manage or assist in handling disciplinary or conduct issues while also helping to promote and maintain conditions within the office that encourage staff commitment to the mission, vision, and values of the office.
- At the direction of the CUSPO, and based on the needs of the agency, may perform any or all duties of a Supervisory U.S. Probation Officer or U.S. Probation Officer, including investigating and/or supervising clients.
- Performs related duties as required by the CUSPO, DCUSPO, and the Court.

MINIMUM QUALIFICATIONS

To qualify for a position of Assistant Deputy Chief Probation Officer, the incumbent must possess the following:

1. Completion of a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position;
2. At least three years of specialized experience (defined below), including at least one year as a probation/pretrial services officer in the U.S. Courts; and
3. At least three years of progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain: a) skill in developing the interpersonal work relationships needed to lead a team of employees; b) the ability to exercise mature judgment; and c) thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to U.S. Probation and Pretrial Services.

Specialized Experience:

Progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. Experience as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.

COURT PREFERRED SKILLS

The following qualifications, skills, and experience are strongly preferred, but not required:

- At least one year of experience at CL-30.
- A graduate degree in a closely related field from an accredited university.
- Direct management experience in developing, implementing, administering, and evaluating comprehensive results-oriented evidence-based programs, practices, and policies.
- Significant project management experience with the ability to lead major change initiatives and multiple projects simultaneously with limited supervision.
- Familiarity with budget principles, financial management, information technology, and human resource functions.
- Comprehensive knowledge of and substantial experience in all areas of the operation and management of a federal probation and/or pretrial services office.
- Knowledge of U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.

- Proven skills in problem solving, resource management, and staff motivation.
- Excellent organizational leadership and management skills.
- Excellent analytical and writing skills.
- Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner, and well versed in workplace technology.
- Knowledge of evidence-based and re-entry initiatives which clearly link to current and future operations and activities.
- Significant contributions to the district and/or within the Federal Probation and Pretrial Services System.

BACKGROUND INVESTIGATION

The applicant will be subject to updated background investigations every five years, ongoing random drug screening, and fitness for duty medical evaluations as needed.

At the CUSPO's discretion, the most recent background investigation and/or reinvestigation report completed on behalf of the officer may be reviewed.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

It is recommended that applicant packets be submitted as soon as possible, as interviews will be done on a rolling basis. To ensure consideration, qualified applicants must submit one of each of the following:

- (1) a letter of interest which clearly outlines your professional qualifications, skills, and experience as it relates to the position,
- (2) an updated resume,
- (3) a list of three professional references with their current contact information,
- (4) a completed AO-78, Application for Federal Judicial Branch Employment (available as a fillable pdf on the Employment page of our website at www.hid.uscourts.gov), and
- (5) a copy of the most recent performance evaluation.

You must submit **ALL** required documents to be considered for this opportunity. Non-submission of the required documentation or an incomplete application packet may disqualify applicant from further consideration.

All five documents should be combined and submitted together as one pdf document.

Please submit your PDF via email to: careers@hid.uscourts.gov with subject line: **VA 24-03 (ADUSPO).**

Only qualified applicants will be considered for this position. Due to the volume of applications, the U.S. Probation & Pretrial Services 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 District of Hawaii, U.S. Probation & Pretrial Services Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position at any time during the recruitment process, 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 CUSPO may elect to select a candidate from the original qualified applicant pool.

The Federal Judiciary values a diverse workforce and encourages a broad range of qualified individuals to apply. No applicant will be discriminated against on the basis of their race, color, sex, gender, gender identity, gender expression, marital status, pregnancy, parenthood, sexual orientation, religion, creed, ancestry, national origin, citizenship, genetic information, age (40 years and over), disability, or service in the uniformed forces.



The banner features the U.S. Probation and Pretrial Services logo at the top left, which includes an eagle with a shield and the text "U.S. PROBATION AND PRETRIAL SERVICES" and "DISTRICT OF HAWAII". Below the logo, the text "U.S. PROBATION AND PRETRIAL SERVICES" is displayed in white, followed by "DISTRICT OF HAWAII" in a gold pill-shaped button. At the bottom left, there is a phone icon next to the number "808-541-1400" and a globe icon next to the URL "https://www.hid.uscourts.gov/home/us-probation-office". On the right side of the banner, there is a large QR code with a star in the center.