



May/June 2016

Contra Costa County invites your interest in becoming their next County Probation Officer.

Contra Costa County was incorporated in 1850 as one of the original 27 counties of the State of California. It is one of nine counties in the San Francisco-Oakland Bay Area, and covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay easterly about 50 miles to San Joaquin County. Contra Costa County has one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven primarily by the need to provide services to an increasing local population and the presence of relatively high-wage skilled jobs.

Contra Costa County provides a full range of services through its 25 County Departments divided into service areas such as: Public Protection, General Government, Health and Human Services, Growth Management, Special Districts and other Authorities. There are also a number of Affiliated Organizations the County participates with or directly manages.

The Probation Department is committed to the support of public safety by providing evidence-based prevention, investigation and supervision services, while at the same time providing a safe environment for staff and those placed in their custodial care. The Department has 351 full time employees and an operating budget of \$74 million. The ideal candidate will be a strong, visionary leader with solid management, organizational, and financial skills as well as excellent communication abilities allowing for the strengthening of the department internally and enhancing agency relationships externally

Please find enclosed a brochure describing this opportunity in much greater detail. If this is a career opportunity that interests you, I invite you to participate in the confidential recruitment process. If you decide otherwise, I ask for your assistance in "spreading the word" by passing this brochure on to someone who might have an interest in this opportunity.

Please note the cover letter and resume filing deadline is June 20, 2016.

Thank you.

Phil

Phil McKenney
COO
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County Probation Officer

CONTRA COSTA COUNTY, CALIFORNIA

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&
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"All about fit"

THE COUNTY

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The County has one of the State's most heterogeneous populations - rich in ethnic, cultural and socioeconomic diversity. With a current population slightly in excess of one million, Contra Costa County is the ninth most populous county in California. The City of Martinez is the County seat and the location of the County's administrative offices.

Contra Costa County includes varied urban, suburban, rural, industrial, agricultural and port areas and contains 19 incorporated cities. A large part of the County is served by the San Francisco Bay Area Rapid Transit District (BART), and along with the modernization of Highway 24 and the addition of a fourth Caldecott Tunnel bore these improvements all served to reinforce the demographic and economic trends in the western portion of the County, with cities such as Walnut Creek becoming edge cities. The central county cities have in turn spawned their own suburbs within the county, extending east along the county's estuarine north shore; with other development areas like Bay Point being augmented by extensive development in Antioch, Oakley and Brentwood.



Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, various California State University campuses and one of California's best community college systems are within driving distance from the County seat of Martinez.

Recreation within the County varies from fishing, boating and water skiing in the Sacramento-San Joaquin Rivers to hiking, horseback riding and camping in Mt. Diablo State Park. Recreational areas, including the wine country of Napa and Sonoma Counties, the picturesque seaside communities of Carmel and Monterey, and the Sierra Lake Tahoe mountain region, are also within driving distance of the County.

THE ORGANIZATION

Contra Costa County provides a full range of services through 25 County Departments divided into service areas such as: Public Protection, General Government, Health and Human Services, Growth Management, Special Districts and Authorities. There are also a number of Affiliated Organizations.

The County has a FY 2016/2017 budget of \$3.27 billion, a General Fund of \$1.47 billion, and permanent countywide staff of approximately 9,360 FTE's.

For an additional wealth of information on Contra Costa County, please visit our website: www.cccounty.us.

THE PROBATION DEPARTMENT

The Contra Costa County Probation Department's mission is to join our justice partners in service of our communities, courts, victims and clients. The Department is committed to the support of public safety by providing evidence-based prevention, investigation and supervision services, as well as providing a safe environment for our staff and those placed in our custodial care.

The Department has 351 full time employees (FTE) and an operating budget of \$74 million dollars. The Department is responsible for supervision services for adults and juvenile on probation

(including AB 109 / Realignment adults returning from the California Department of Corrections and the local jails), pre-trial and court services, crime prevention, administrative services, juvenile custody and treatment services, and specified treatment care of youth.

ADULT AND JUVENILE COURT AND FIELD SERVICES -

The budget is \$32 million with 188 FTE staff working in the following areas:

COURT SERVICES - Provides court reports and recommendations to aid the adult and juvenile courts in reaching dispositional decisions. In the adult court, the pre-trial collaborative with the Public Defender's Office provides reports and supervision, also complete Bail Study reports for the County on defendants that appear in Superior Court. Juvenile and adult comprehensive pre-sentence reports are also submitted to the Court that include but are not limited to: both prosecution and defense attorney contacts, defendant interviews, contact with law enforcement agencies, schools, families and crime victims.

SUPERVISION - Supervises both adults and juveniles. In addition to regular supervision caseloads, the Department has specialized casework with the AB 109 / Realignment adults, Department of Justice gun reduction high profile cases, FBI gang suppression cases, gang reduction and suppression cases, misdemeanor and felony cases involving domestic violence and special cases involving youth transitioning from the juvenile hall treatment programs. A select number of these caseloads are armed positions.

DELINQUENCY PREVENTION - Committed to providing a full spectrum of services and fully understands the importance of prevention and early intervention. The state funded Juvenile Justice Crime Prevention Act currently provides services in the community and in the schools. "Thinking for a Change" and other evidence-based strategies are utilized to offer support to those youth at risk of further penetration in the juvenile justice system. There are deputy probation officers at various high schools throughout the County and specifically positioned with local police agencies.

Low level cases are also referred to a Restorative Justice Resolution program.

ADMINISTRATION/SUPPORT SERVICES –

Provides employee development, personnel, collections, payroll and fiscal administration, clerical supervision, implementation of the CAPITA case management system and automated systems services.

DETENTION/CORRECTIONAL INSTITUTIONS –

The budget is \$28 million with 163 FTE staff operating custodial and commitment/programs for juvenile offenders; providing educational, vocational and other rehabilitative services; and administration of out-of-home private residential care for minors. Programs include the newly established “Core Curriculum Program” developed by Dr. Ed Latessa and the University Of Cincinnati Graduate School Of Justice at the Juvenile Hall. There is also the Youthful Offender Treatment Program and The Girls in Motion Program for young men and women and a ranch type camp named the Orin Allen Youth Rehabilitation Facility in East County.

CARE OF COURT WARDS – The budget is \$13 million and is for court-ordered custodial care outside of County facilities and medical care for juvenile residents within County facilities. This includes but is not limited to foster-care, congregate housing and specialized treatment programs.

THE POSITION

The County Probation Officer - Exempt serves as the department head of the Probation Department and reports to the County Administrator. Under general administrative direction, plans, organizes and administers the activities and operations of the Probation Department; responsible for supervision services for adults and juveniles on probation, pre-trial and court services, crime prevention, administrative services, juvenile custody and treatment services and specified treatment care of youth; stimulates community interest and enlists support of justice partners in achieving the goals and objectives of the Probation Programs; and performs related work as required.

Examples of specific management responsibilities include the following:

- Assigns, supervises and reviews the work of the Probation Department and the juvenile detention and treatment facilities (including AB 109/ Realignment adults returning from the California Department of Corrections and local jails)
- Develops community-based alternatives to direct Probation services
- Implements the Probation component of the County’s Continuum of Care Program in conjunction with the Juvenile Justice Commission.
- Chairs the Community Correction Partnership and fully engages the community, justice partners and local law enforcement
- Formulates departmental procedures and policies
- Partners with community agencies, schools and police in programs of crime and delinquency prevention
- Addresses civic groups on probation issues and objectives
- Directs the preparation and administration of the departmental budget
- Prepares reports of activities for county, state and federal agencies
- Coordinates programs with other county departments

The County Probation Officer-Exempt position is excluded from the merit system. This position is open due to the retirement of the incumbent.

OPPORTUNITIES/ CHALLENGES

The Probation Department has continued to develop, implement and refine programs that provide the best opportunity for the success of the clients while ensuring protection for the community. The challenges and opportunities for the successful candidate include but are not limited to.

- Enhance referral process for effective restorative justice practices
- Refine the evidence-based Probation Supervision pursuant to SB 678



- Ensure consistency and collaboration with the West, Central and East County offices.
- Collaboratively refine strategies to respond to the reform efforts at the Department of Corrections and Rehabilitation for Adult and Juvenile Offenders
- Pursue alternative supervision strategies with the use of technology
- Complete implementation of the CAPITA automation system throughout the Probation Department, Juvenile Hall and Orin Allen Youth Rehabilitation Facility
- Continue to work with the County and the Chief Probation Officers of California to effectively lobby for juvenile and adult resources
- Work with the Board of Supervisors, County Grand Jury and the Juvenile Justice Commission to address the needs of juveniles in Contra Costa County
- Continue to implement Evidence Based/ Best Practice Training throughout the Department

IDEAL CANDIDATE

The Ideal Candidate for this opportunity has been described as a strong, visionary leader with unquestionable ethics and integrity as well as solid management, organizational, and financial skills. The new County Probation Officer will possess outstanding communication skills as well as excellent interpersonal skills allowing for the strengthening of the department internally and enhancing agency relationships (federal, state,

other local government entities and community organizations) externally.

The selected individual will be the true leader of the department, respecting the abilities of the management team, and valuing professional input from staff. The County Probation Officer will quickly gain credibility within the organization through strong interpersonal skills, an ethical and honest approach, mutual respect, and promoting a culture of teamwork throughout the department. It is expected that the County Probation Officer will be politically savvy yet apolitical and will have in-depth experience in organizational and personnel management including setting priorities, holding staff accountable, and moving the department forward in a fast paced environment.

A critical success factor for the County Probation Officer will be the proven ability to bring people with varied interests together to discuss and come to agreement on important and complex issues affecting the department. In particular, continuing to successfully Chair the Community Correction Partnership and fully engage its members, the community, justice partners, and local law enforcement agencies is critical to the wellbeing of the department.

MINIMUM QUALIFICATIONS

LICENSE: Possession of a valid California motor vehicle operator's license. Out of state valid motor vehicle operator's license will be accepted during the application process.

EDUCATION: Possession of a bachelor's degree from an accredited college or university with a major in criminal justice, public or business administration, or a closely related field.

A master's degree in the fields identified above is desirable, but not a requirement.

EXPERIENCE: Five (5) years of full-time (or the equivalent of full-time) experience as a supervisor or administrator in either a probation department or other criminal justice agency, two (2) years of which must have been as a Probation Manager or higher level position with responsibility

for the administration of an adult division, juvenile division, or primary juvenile detention or commitment facility.

SUBSTITUTION: Six (6) months of additional qualifying experience may be substituted for the required academic major. California experience is important.

Candidates must meet the minimum standards specified in Section 1029 and 1031 of the Government Code for a peace officer under Section 830.5, and other continuing requirements

- Retirement Plan – (Defined Benefit Pension Plan and Social Security)
- Deferred Compensation Plan

WORK/LIFE BALANCE:

- Paid Holidays, Vacation and Sick Leave Accrual
- Management Paid Leave, Employee Assistance Program

Contra Costa County is an Equal Opportunity/ADA Employer.

SEARCH SCHEDULE

Resume filing deadline.....	June 20, 2016
Preliminary Interviews.....	June 22 through June 30, 2016
Recommendation of Candidates.....	July 5, 2016
Interview Process - tentative	July 14, 2016

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

established by law. Final candidates will be subject to a thorough background check including psychological evaluation.

SALARY: \$144,218 - \$193,265, negotiable within step range DOE/DOQ

BENEFITS: Contra Costa County offers a range of competitive benefit options below:

HEALTH & WELFARE BENEFITS:

- Medical – HMO & PPO Insurance and Dental – PPO & DHMO Insurance
- Basic Life Insurance and Supplemental Life Insurance (with optional dependent coverage)
- Health Care Spending Account, Dependent Care Assistance Program and Long Term Care Insurance

FINANCIAL FUTURE:

- Long-Term Disability Insurance

THE RECRUITMENT PROCESS

To apply for this outstanding career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Phil McKenney toll-free at (866) 912-1919 for more information.



www.peckhamandmckenney.com