

City and County of San Francisco



Announces the recruitment for

Director of Probation Services

San Francisco qualifies as one of the world's premier cities and is rich in both cultural and ethnic diversity.

The Community

Surrounded by water on three sides, San Francisco's 47 square miles support a resident population of 776,733 and more than 15 million annual visitors. Its natural beauty is enhanced by a rich variety of cultural, intellectual, artistic and commercial opportunities. San Francisco is the only city in California with a consolidated City/County government. Governing authority is vested in an eleven-member Board of Supervisors, elected by district with each supervisor serving a four-year term. The Mayor – the Chief Executive Officer of the City – is also elected by the voters for a four-year term as are the City Assessor, Treasurer, City Attorney, Public Defender, District Attorney and Sheriff. In 2007, Gavin Newsom was re-elected to his second term as the 42nd Mayor of the City and County of San Francisco.

The Department

In a concerted effort to prevent recidivism of at-risk youth, San Francisco is the only jurisdiction in California that has two departments for probation – one serving adults and the other providing services to juveniles. Under the leadership of the Chief Probation Officer,

the Juvenile Probation Department (JPD) locates, develops, and administers programs for the assessment, education, treatment, appropriate rehabilitation and effective supervision of youth under the jurisdiction of the Department.

The Juvenile Probation Department (Youth Guidance Center) of the City and County of San Francisco is administered by the Juvenile Probation Commission. The Commission consists of seven members appointed by the Mayor of the City and County of San Francisco.

Probation Services provides pre- and post-adjudication services to youth arrested in the City and County of San Francisco. After arrest, each youth is assigned a Probation Officer who investigates the circumstances of the arrest and all relevant social and family issues. The Department also investigates referrals on youth who are alleged to be beyond parental control and provides supervision services for youth who are wards of the court or who have been deemed in need of such services by the Superior Court, Juvenile Division, for the City and County of San Francisco. As part of these services, the Department operates two facilities: the Youth Guidance Center and Log Cabin Ranch School in La Honda.

The Position

This is an at-will position and serves at the pleasure of the Chief Probation Officer. Reporting to the Assistant Chief Probation Officer, the Director of Probation Services plans, organizes and directs the Field Services Division of the Juvenile Probation Department; provides direction and supervision to the staff; and is responsible for the care, security and supervision of court wards within the jurisdiction of the Juvenile Court.

The Director of Probation Services is a hands-on management position overseeing the day-to-day operations and department staff.

Working closely with the Assistant Chief Probation Officer, the Director helps identify opportunities for organizational improvement, sets objectives and follows through on Department policies. The Director represents the Department at inter-agency and community meetings, personally promoting the mission, vision, and values of the organization. As a member of the leadership team of a high-profile organization known for the development of innovative policies and programs, the Director works to ensure that the department:

- Implements the least restrictive interventions and juvenile placements that do not compromise public safety;
- Identifies and utilizes strategies to ensure youth are held accountable for their actions while providing them with opportunities and assisting them to develop new skills and competencies; and
- Contributes to the overall quality of life for the citizens of San Francisco by developing, in partnership with stakeholders, strategies that reduce juvenile delinquency and give opportunities for victims to be heard and experience satisfaction through their active participation in the juvenile justice process.

Specific responsibilities of the Director of Probation Services include

overseeing the functions of intake/investigation, family crisis intervention, delinquency prevention, case supervision, out-of-home placement and special services. The Director of Probation Services oversees unit supervisors and establishes a staff development program including performance standards, training and professional development. Additionally, the Director is responsible for the facilitation and management of case classification and case management to ensure the structured and orderly supervision and disposition of cases.

Ideal Candidate

The Director of Probation Services is a key member of the San Francisco Juvenile Probation Department working together to develop a stronger, more integrated community corrections model. As a key member of the Chief Probation Officer's management team, the Director will be an important contributor to a variety of criminal justice task force committees and will be involved in the development effective reform strategies. The successful candidate will be an innovative thinker and creative problem solver able to contribute to the range of evidence-based juvenile, preventative and restorative justice models incorporated by the Department. With highly effective networking and interpersonal skills, the Director will assist both the Assistant and Chief Adult Probation Officer continue cooperative working relationships with other local, state, and federal criminal justice and social service agencies including those dealing specifically with immigration.

With an approachable personality and an inclusive, team-oriented management style, the successful candidate will be a tireless promoter of a social services and a humanistic approach to the delivery of probation regulations. Fair and decisive, the Director will embrace a progressive attitude toward established courses of action, working tirelessly on behalf of the probationer. The ideal candidate will stay up-to-date on trends and best practices in juvenile justice and be highly proactive in seeking out and encouraging effective partnerships with community stakeholders and community based organizations.

While approaching each situation with compassion and understanding, the ideal candidate will be result-oriented with a critical eye

towards appropriate and effective resolution of cases. Tactful and politically astute, the ideal candidate will also be a skilled communicator. The successful candidate will demonstrate a proven track record in the development and implementation of fiscally sound and culturally competent management strategies that promote the best interests of the youth. The Director will welcome feedback from supervisors as well as subordinates while personally assessing the overall effectiveness and success of related programs.

Qualifications

A Master's degree from an accredited college or university in a related field is required and at least five (5) years of experience working within the juvenile justice system including a minimum of four (4) years in a supervisory position.

-or-

A Bachelor's degree from an accredited college or university in a related field and seven (7) years of experience working within the juvenile justice system including four (4) years in a supervisory position.

Compensation

The starting salary range for the position is up to \$103,274 annually. Additional funding of up to \$120,000 may be available based on qualifications and experience with approval as determined on a case-by-case basis, following review and evaluation of career history. The comprehensive benefit package includes benefit plans with pre-tax elections; medical and dental insurance; Retirement Plan (Public Safety) – PERS 2.7% @ 55; Deferred Compensation Plan; Social Security; Long-term Disability Plan; Life Insurance; paid Management Training program; 11 paid holidays per year; 10 floating holidays; 10 to 20 vacation days per year depending on years of service; and 5 days of paid executive leave per year.

Selection Process

The selection process will include an evaluation of application materials and an assessment of candidates' relative job-related knowledge, skills and abilities by oral interview. Written and performance exercises

may be included. Only those applicants who most closely meet the needs of the Department will be invited to participate in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview.

Candidates are encouraged to apply immediately. This recruitment will remain open until a final selection is made. Resumes will be reviewed upon receipt of a completed application package.

To be considered, interested candidates must submit a:

- Compelling cover letter;
- Comprehensive resume;
- Salary history; and
- Five (5) professional references.

Electronic submittals are required. Candidates will also be required to complete a City and County of San Francisco Employment Application at a later date in the process.

Candidates are directed to submit to:

Via E-Mail
Ralph Andersen & Associates
apply@ralphandersen.com

Candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained and other certifications/accomplishments will also be verified. Ideally, the selected candidate will be California POST certified within one (1) year of employment.

Should you have any questions regarding this position or the recruitment process, please call Ms. Heather Renschler at (916) 630-4900. Confidential inquiries are welcomed.

Candidates who have had experience working in an ethnic and culturally diverse urban environment are strongly encouraged to apply.