



CITY AND COUNTY OF **SAN FRANCISCO**

Accepting highly qualified
candidates for the position of

Chief Adult Probation Officer

*Recruitment Services Provided by
Ralph Andersen & Associates*





City and County of San Francisco

Surrounded by water on three sides, San Francisco's 47 square miles support a resident population of 874,961 and more than 16 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 11-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-Recorder, Treasurer, City Attorney, Public Defender, District Attorney, and Sheriff. In 2019, London Breed was elected the 44th Mayor of the City and County of San Francisco.

The Court

The Superior Court of California, County of San Francisco has 52 judges, 1 commissioner, and a staff of 450 employees with an annual budget of \$73 million. The Court has four operational areas: Criminal and Traffic; Civil, Small Claims, and Probate; the Unified Family Court; and Administration.

Adult Probation Department

The Adult Probation Department is an essential component of the justice system. Its mission is to protect and serve the community, ensure victims' rights, and facilitate positive change through community supervision and the implementation of effective evidence-based strategies and programs. The Department's annual operating budget is approximately \$48 million in addition to several state and federally funded grants. The Department employs a staff of 155. San Francisco is the only jurisdiction in California that has two departments for probation – one serving adults and the other providing services to juveniles.

Major services of the Adult Probation Department include:

Investigation and Court Services – The Department prepares approximately 5,000 pre-plea, pre-sentence, and supplemental reports annually. These detailed reports incorporate criminogenic risk and needs factors, victim and family impact statements, and sentencing recommendations which balance rehabilitation, and victim and community safety. Court Officers represent the Department in a variety of collaborative courts.

Community Supervision Services – Supervision of approximately 5,600 clients, using evidence based, family focused, trauma informed, culturally competent supervision strategies and a risk and needs assessment tool to determine the levels of supervision and individualized treatment plans for each client under community supervision.

Special programs within the Adult Supervision Division include Intensive Supervision, Drug Abatement, Drug Court, Behavioral Health Court, Domestic Violence, Transitional Age Young Adults, Sex Offender, Post Release Community Supervision, and Mandatory Supervision.

Reentry Services – The Reentry Division directs collaborative efforts to design, implement, and monitor supportive services for justice involved adult residents of San Francisco. Staff promote effective policy and operational practices that support returning adults and engage diverse stakeholders in Citywide criminal justice planning. The Reentry Division is responsible for coordinating the Department and Citywide efforts to reduce recidivism through the utilization of evidence-based practices and implementation of partnerships across departments, organizations, and communities. The Reentry Division provides lead staff for the City and County's Reentry Council, as well as the Community Corrections Partnership and its Executive Committee. The Reentry Division is responsible for infusing evidence-based practices throughout all reentry services provided by the Adult Probation Department and other City and community-based partners. The Reentry Division team is comprised of a Reentry Division Director, Reentry Services Manager, Reentry Policy Planner, Gender Responsive Coordinator, Community Services Specialists, and Probation Assistants.

Community Assessment & Services Center – The Community Assessment and Services Center (CASC) is a partnership between the San Francisco Adult Probation Department and UCSF/Citywide. The CASC is a behavioral health focused, multi-services one-stop clinical reentry center that bridges probation supervision services with comprehensive support including clinical and reentry case management, medication management and distribution, one-on-one therapy, education and employment services, barrier removal, and benefits acquisition. As the City's premiere reentry center, the CASC's therapeutic community embraces a client-centered, strength-based approach, empowers personal responsibility, and co-locates services that build self-sufficiency.

MISSION

Protect and Serve the Community, Further Justice, Inspire Change, and Prioritize Racial Equity so that all People may thrive

VISION

The San Francisco Adult Probation Department achieves excellence in community corrections, public safety, and public service through the integration of evidence-based practices and a victim centered approach into our supervision strategies. We prioritize racial equity and collaborate with the Courts, community-based organizations, city partners, victim organizations, and justice system stakeholders to provide a unique blend of justice, community support, and treatment that is equitable for all. We are leaders in our profession who are committed to addressing the complex behavioral health needs of individuals to provide holistic and client-centered reentry services that promote autonomy and sustainable life changes. We value the diversity of our clients and invest in their success by providing a continuum of integrated services designed to address their individual needs and help them permanently exit the criminal justice system.

VALUES: *S.E.R.V.E. Our Community*

Serve: We serve our clients and the community by collaborating with justice and community partners and providing comprehensive reentry services.

Equity: We prioritize racial equity to ensure that we have workforce that is diverse, inclusive, and positioned to identify and address the needs of the community and the vulnerable populations we serve.

Respect: We value respect and personal wellness for each other and all members of the community.

Validate: We validate the experiences of clients and victims through the expression of compassion and empathy and the use of a unique set of skills critical to our profession.

Ethics: We value impartiality, accountability, diversity, professionalism, and a commitment to ethical standards.



The Position

The Chief Adult Probation Officer (CAPO) is hired by and reports to the Judges of the San Francisco Superior Court. This key executive serves an important role in carrying out the responsibilities of the Court and is subject to the direction of the Court with input from the Board of Supervisors and the Mayor. In this high-level capacity, the CAPO formulates policies and procedures for the administration of the Adult Probation Department; plans, directs, and evaluates program operations; prepares budgetary estimates and justifications; makes presentations to the Board of Supervisors and to other public forums; and seeks outside funding including grants to augment the Department’s budget. The CAPO is also Chair of the Community Corrections Partnership, co-chairs the Reentry Council, is a key contributor to the various criminal justice task force committees, and will be seen as a strategic and forward-thinking professional working in collaboration with criminal justice partners and the integrated community corrections model. In addition to the overall management of the Department, the CAPO will be involved in incorporating effective reform strategies and further introducing contemporary models supported by evidence-based programs.

The CAPO is expected to maintain cooperative working relationships with other county, state, and federal criminal justice agencies, as well as with other groups and organizations interested in preventive and rehabilitation programs for adult offenders.

The Ideal Candidate

The Chief Adult Probation Officer must have outstanding leadership qualities that will continue to bring strength, stability, and credibility to the position and programs, as well as contributing strong management to Department staff. Candidates who have experience dealing with fiscal accountability for overall operations, increasing funding opportunities, and incorporating evidence-based programs will be well suited to this executive position. Top candidates for consideration will have had prior management experience in an organization that promotes best practices and have a proven track record of moving an organization forward through effective change management. This experience, which may be derived from direct involvement with probation or obtained through a wide range of other supporting professions, will demonstrate the candidate's ability to direct programs and policies related to a wide array of adult probation services. Ideally, the newly selected CAPO will have the ability to administer effective programs that have a direct impact on reducing repeat offenders and aiding the criminal justice system's overall success rate with measurable outcomes.

A challenge that will face the CAPO will be to improve and enhance the risk classification tool used by the Department to better measure the level of service needed with adult offenders, assess their needs, and measure the associated risk. The successful candidate will utilize strong analytical skills to assess the efficacy of ongoing programs and make strategic decisions regarding resource allocation to meet the needs of the Department. Data collection methods need to be incorporated into decision-making to better inform staff and the public. This paradigm shift within the Adult Probation Department will better allow the organization and the community to embrace more contemporary practices and offer alternatives to incarceration.

The selected candidate will have the executive level experience necessary to:

- ◆ Provide executive leadership to the Superior Court and its judicial officers, the Mayor's Office, Board of Supervisors, and Department staff in developing, expanding, and conveying the organization's mission and to achieving improved outcomes;
- ◆ Lead and manage an adult probation program that encourages, values, and effectively uses alternatives to incarceration, as appropriate and lawful. Initiate and implement innovative programs that are based on best business practices in order to establish the Department as a leader in the profession both within California and across the nation;
- ◆ Instill change within the organization to more fully embrace an aggressive and progressive approach to delivering services with the goal of reducing recidivism;
- ◆ Provide strong fiscal management and accountability, oversee the annual budget, and diligently pursue state and federal grant funding for existing and new innovative programs;
- ◆ Be the catalyst to evaluate, develop, and raise the bar of acceptable outcomes for all affiliated and sponsored programs to support the Department's mission;
- ◆ Actively pursue and cultivate collaborative working relationships with a wide array of stakeholders including state and local public officials, social service agencies, public and mental health agencies, community-based organizations, private organizations, various segments of the justice system, labor unions, and the media;
- ◆ Take an active and aggressive role in monitoring and evaluating pending legislation on a local, state, and national level; and
- ◆ Effectively manage the organization through subordinate staff to oversee financial matters including funding, personnel management and administration, and procurement and contract administration.

In summary, demonstrate the ability to lead and manage a large, complex organization in an open, approachable, honest, and forthright manner.



Education and Experience

Evaluation of Education and Experience – The Superior Court, working in concert with Ralph Andersen & Associates, reserves the right to determine the best combination of education and experience that will successfully serve the Court.

Education – A Bachelor’s degree from an accredited college or university in a behavioral science, social work, criminal justice, public administration, or a related field is required. An advanced degree is preferred.

Experience – This position requires at least ten (10) years of progressively responsible social welfare experience in the field of probation (local or federal), corrections, public safety, or experience dealing directly with criminal justice programs including a minimum of five (5) years of responsible supervisory and administrative experience.

Certification – The required certifications must be held at time of hire or candidates must have the ability to obtain them within a reasonable period of time. The Chief Adult Probation Officer is a peace officer as defined by section 830.5 of the Penal Code. Appointee will also be required to meet the State of California mandated training requirements within a reasonable period of time. Further details regarding these items can be obtained from Ralph Andersen & Associates.

Compensation

The starting salary range for the position is \$178,152 to \$227,318 annually with additional funding available based on qualifications and experience. The comprehensive benefit package includes benefit plans with pre-tax elections; medical and dental insurance; Retirement Plan – San Francisco Employees' Retirement System (SFERS), which has reciprocity with CalPERS; Deferred Compensation Plan; Social Security; Long-term Disability Plan; Life Insurance; paid Management Training program; 11 paid holidays per year; 5 floating holidays; 10 to 20 vacation days per year depending on years of service; and 5 days of paid executive leave per year.

To Be Considered

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be required to be submitted or contacted until mutual interest has been established. The closing date for submittal of interest is **Monday, October 25, 2021**. Resumes will be reviewed upon receipt of a completed application package.

To be considered, candidates must submit a:

- ◆ Compelling cover letter; and
- ◆ Comprehensive resume.

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

Interested candidates should apply as follows:

Via E-Mail

apply@ralphandersen.com



The City and County of San Francisco is an Equal Opportunity Employer.



To Be Considered *continued*

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Candidates will be interviewed by a Search Committee of the Court with the final selection made by the Bench. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Candidates will also be introduced to others in leadership positions throughout the City including Mayor Breed and other elected and appointed officials, as deemed appropriate. The selection is anticipated to be completed prior to the end of December. Ideally, the Chief Adult Probation Officer will join the City and County of San Francisco in January/February 2022 or at a mutually agreed upon date.

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. This position will require a detailed background investigation from a POST qualified investigator.

Confidential inquiries and questions regarding this career opportunity should be directed to: Ms. Heather Renschler via email at heather@ralphandersen.com or via phone at 916-630-4900. If desired, a pre-set date/time for an introductory call can be scheduled by sending an email to scheduling@ralphandersen.com.

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

www.sfsuperiorcourt.org

sfgov.org/adultprobation