

# UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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March 10, 2014

## **PROGRAM DEVELOPMENT SPECIALIST VACANCY ANNOUNCEMENT JOB CODE: 14-9C0310PDSP**

**POSITION:** Program Development Specialist  
**STATUS:** Regular Full-Time  
**SALARY RANGE:** \$78,245 - \$127,223 (CL 29/01 - CL 29/61)  
**CLOSING DATE:** March 24, 2014  
**LOCATION:** San Francisco, Oakland, or San Jose, California

The United States Probation Office, Northern District of California invites applications for the position of Program Development Specialist. The Specialist position is a promotional opportunity for line officers and is classified at a CL-29. (Candidates selected who meet all of the minimum qualification requirements—please see the Minimum Qualifications Section below—except for the one year specialized experience as a CL-28 probation/pretrial services officer in the U.S. Courts will be placed at the CL-28 level to accrue the necessary experience with promotion potential to the target CL-29 level without further competition.) More than one position may be filled from this vacancy announcement.

**INTRODUCTION:** The Program Development Specialist is responsible for assisting offenders with developing the skills necessary to make informed decisions relative to employment, retention, and career advancement. Incumbent serves as the district's community service, internship, and employment expert with a focus on knowledge and implementation of programs, training, and education which will enhance the operations of the district's Workforce Development Program and Community Service and Internship Programs.

**REPRESENTATIVE DUTIES:** Functioning as a general specialist, incumbent will also achieve and maintain an Offender Workforce Development Specialist Certification; apply counseling and career development theories and techniques which assist offenders with job choice, career planning, and transition; and create a communication environment allowing offenders, workforce development team members, and community partners an opportunity to share relevant information which assists with: job placement and career placement for the ex-offender population, community service solicitation, and placement of court ordered individuals. Incumbent will also assess interests, aptitudes, and abilities to steer offenders towards education, training, or career opportunities; instruct offenders in resume writing, job search, and interviewing techniques, workplace decorum, and acceptable work-related conduct; and monitor

offender progress and compliance to evaluate effectiveness of the programs and for future planning. Additional responsibilities will include applying knowledge of cultural diversity to develop offender specific employment readiness programs and to develop community relationships, including working with the educational community. Incumbent will also conduct or participate in career fairs and similar programs (including non-profit programs) that support educating and/or recruiting employees, benefit the re-entry of offenders, or benefit the district through recruitment of prospective interns. Incumbent will also be responsible for general program development aimed at enhancing presentence and/or supervision caseload management, client outcomes, collaboration with stakeholders, and service to the court. Incumbent will perform other duties as assigned.

**MINIMUM QUALIFICATIONS:** Three years of specialized experience, including at least one year as a CL-28 probation/pretrial services officer in the U.S. courts. Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment.

**PREFERRED QUALIFICATIONS AND EXPERIENCE:** Knowledge of current research, programs, and practices of offender workforce development and transition. Knowledge of community and available community resources and services impacting workforce development initiatives. Skill in using specialized counseling and development practices and techniques at all levels in the supervision of offenders. Ability to provide consultation and train others on workforce development practices.

**APPLICATION INSTRUCTIONS:** Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and letter of interest including an outline of their skills and experience. Applicants must include the Job Code from the job posting in their letters of interest. In addition, applicants must complete and submit the Application For Judicial Branch Federal Employment (AO 78). Form AO 78 (the Application for Employment) is available at: [www.canp.uscourts.gov](http://www.canp.uscourts.gov) on the Employment Page.

In order to be able to save the completed AO 78 Application, you must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit you to save it. As an alternative, you may scan the completed application or save it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the Application: AO 78 (10/09). Previous versions and other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. All applications must be received on or before March 24, 2014 by close of business (5:00 p.m. PST). It is required that you submit your application materials via e-mail to: [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov). Application materials received by mail, fax, or any other means other than by e-mail to [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov) will not be considered.

Applicants must be U.S. citizens or be eligible to work in the United States. Only the most qualified applicants will be interviewed in person and only those who are interviewed in person will receive a response regarding their application status.

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

**THE UNITED STATES PROBATION OFFICE FOR THE NORTHERN DISTRICT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER**