

# UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

450 Golden Gate Avenue, Suite 17-6884

San Francisco, CA 94102-3434

TEL: (415) 436-7540

FAX: (415) 581-7410

**YADOR J. HARRELL**  
CHIEF U.S. PROBATION OFFICER

**VERONICA RAMIREZ**  
ASST. DEPUTY CHIEF U.S. PROBATION OFFICER



**JAMES SCHLOETTER**  
ADMINISTRATIVE MANAGER

**NOEL BELTON**  
ASST. DEPUTY CHIEF U.S. PROBATION OFFICER

February 17, 2017

## PROBATION OFFICER ADMINISTRATOR VACANCY ANNOUNCEMENT JOB CODE: 17-9C0217ADM

POSITION: Probation Officer Administrator

STATUS: **Regular Full-Time Telework**

SALARY RANGE: CL 29/01 - CL 29/61 based on compensation level for full-time telework  
remote locality

CLOSING DATE: March 3, 2017

LOCATION: Remote

**This vacancy is open only to current CL-29 United States Probation Officer Specialists who reside a minimum of eight hundred (800) straight line miles from San Francisco, California.**

The United States Probation Office, Northern District of California invites applications for the position of Probation Officer Administrator.

REPRESENTATIVE DUTIES (not all inclusive):

- Leads a team of Drug & Alcohol & Mental Health Specialists and associated support staff and oversees contracts administration.
- Functions as the principal substance abuse/mental health specialist for the district, fulfilling the leadership role of in-house technical expert and trainer in providing expertise and staff assistance.
- Conducts research, collects data, and compiles information on substance abuse treatment programs and services available for the district and interprets new policies and procedures as part of national initiatives for local implementation.
- Oversees quality control of treatment services and contracting by managing and monitoring visits to treatment providers and the reports process and providing training and coaching to the Drug & Alcohol & Mental Health Specialist Team, line officers, and support staff. Provides technical assistance to vocational program contract providers.
- Assists Drug & Alcohol & Mental Health Specialists and line officers in addressing substance abuse, mental health, and similar problems and implementing the necessary treatment or violation proceedings through assessment, monitoring, and counseling.

- Effects the utilization of specialized substance abuse and mental health programs to include making appropriate recommendations for substance-abusing and mentally disordered offenders, and identifies and establishes specialized substance abuse and mental health services in the community.
- Plays a key role as a consultant to both line officers and with contractors. Serves as a coach and mentor in ensuring the staff's implementation of the Phase/Sanction System and in the review, advice, and monitoring of treatment plans. Reviews and interprets psychological evaluation reports for the court and probation officers and assists in exploring alternative sentencing options.
- Manages the contracting process and the post-award monitoring audits of contractors for contract compliance, conformance to district and national guidelines, and quality of service provided. Also manages the evaluation of aftercare operations.
- Leads the specialist team in the preparation of estimates and justifications for annual operating budget for aftercare treatment; selection of treatment modalities; solicitation, evaluation, and recommendation of vendors for substance abuse and mental health aftercare services; and allocation of funding among treatment and laboratory contracts and purchase of on-site testing devices. Works closely with Budget & Procurement.
- Head the development of new drug aftercare and mental health policies and procedures for staff by researching developing technologies, drafting testing protocols, preparing evaluation reports, and making recommendations for district or system-wide implementation.
- Provides consultation to judges, attorneys, and the agency's senior management concerning specialized service programs on substance abuse and mental health issues. Acts as a liaison and maintains cooperative relationships with all components of the criminal justice system to include federal, state, or local law enforcement, correctional, and social service agencies.
- Attends local, state, and national training in the areas of substance abuse, mental health, and dual diagnosis. Keeps apprised of latest substance abuse treatment developments including intake assessments, drug screening methodologies, and outpatient, residential, and non-contractual service, along with the latest treatment approaches and new medications used in the treatment of mental health disorders.

**QUALIFICATIONS:** This is an administrative (secondary) law enforcement position where a minimum of three (3) years of experience in a federal rigorous (primary) law enforcement position, including at least one year as a CL-28 probation/pretrial services officer in the U.S. courts, is a mandatory prerequisite. Rigorous (primary) experience is the performance of non-supervisory primary duties involving investigating, apprehending, or detaining individuals suspected or convicted of offenses against the criminal laws of the United States, or the protection of officials of the United States against threats to personal safety, where the duties are so physically difficult that employment opportunities must be limited (through establishment of a maximum entry age and physical qualifications) to young, physically vigorous individuals.

In addition, candidates must have extensive knowledge of the dual specialized fields of substance abuse and mental health and their relationship to correctional supervision on the federal level; comprehensive knowledge of the resources available in these specialized areas; skill and ability in identifying problems and issues, developing solutions, and presenting sound recommendations

with appropriate justification; experience in implementing and overseeing multi-faceted programs; and experience in managing a supervision caseload.

**PREFERRED KNOWLEDGE AND EXPERIENCE:** Preference will be given to applicants who possess expert knowledge of probation program management such as administration of the Second Chance Act, oversight of location monitoring, stewardship of sex offender management, and governance of the re-entry program; applicants who possess high-level knowledge of simplified procurement procedures for treatment services; applicants who possess business acumen and have had significant experience in conducting business with other units within and outside of the probation office; applicants who have a minimum of two years of experience as a CL 29 Drug & Alcohol & Mental Health Specialist in the U.S. Courts; applicants who have completed a full rotation of Supervision and Investigations as a U.S. Probation Officer; and applicants who have completed four years as a U.S. Probation Officer in the Supervision Discipline.

**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 3, 2017 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 reserves the right to modify the conditions of this vacancy announcement or withdraw the vacancy announcement, either of which may occur without prior written notice.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**