

UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

450 Golden Gate Avenue, Suite 17-6884

San Francisco, CA 94102-3434

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January 31, 2018

TEMPORARY PROGRAM ADMINISTRATOR VACANCY ANNOUNCEMENT JOB CODE: 18-9C0131PA

POSITION: Program Administrator

STATUS: Full-Time, Temporary

SALARY RANGE: \$59,097 - \$96,117 (CL 27/01 - CL 27/61)

CLOSING DATE: February 14, 2018

LOCATION: San Francisco, Oakland, San Jose, or Santa Rosa, California

The United States Probation Office for the Northern District of California seeks to serve the U.S. Court System and improve public safety by investigating and supervising individuals convicted of federal crimes, enforcing sentences, and providing correctional treatment to offenders. The Office is now seeking qualified applicants for the position of Program Administrator. This position is full-time (40 hours per week) and temporary with an initial appointment not to exceed 52 consecutive weeks and one day. Any extension beyond this time frame will be dependent upon future needs of the organization and budget constraints. This position may also be terminated at any point in time. More than one position may be filled from this vacancy announcement.

REPRESENTATIVE DUTIES (Not all inclusive):

- Serve as resource to the court, line officers, and staff as to implementation and monitoring of all activities surrounding the Second Chance Act of 2007. Provide assistance of emergency and transitional services to offenders under the Second Chance Act of 2007 provisions.
- Manage the contracting process of procuring and monitoring the need for providing assistance of emergency and transitional services to offenders. Obtain and maintain contracting officer certifications.
- Achieve and maintain an Offender Workforce Development Specialist certification, if available. Apply knowledge of cultural diversity to address counseling and career development theories and techniques which assist offenders with employment readiness, career planning, and transition.
- Develop and maintain a professional relationship with employers, community organizations, and other profit or non-profit organizations. Facilitate and/or participate in career or job fairs that bring employers into contact with offenders. Establish and

maintain relationships with local employers to promote the hiring of offenders.

- Draft resource materials regarding employment and vocational services which can be used as reference materials/handouts for offenders and employers to include bonding, tax credits, and other benefits to hiring offenders.
- Create an environment which involves offenders and community partners/employers to share relevant information which assists with job and career placement for the offender population, community service solicitation, and placement of court ordered individuals (i.e., community service). Serve as the point of contact for probation officers, and assist them with the tracking of completed community service hours.
- Develop comprehensive multi-agency collaboration to improve offender management for offenders in custody with the Bureau of Prisons or contract facility (i.e., Residential Re-Entry Center, etc.).
- Maintain knowledge of current research, programs, and other services involving Workforce Development and Re-Entry Programming; and assist in the facilitation of staff engagement towards organizational change efforts concerning this area of practice.
- Assist probation officers with assessing interests, aptitudes, and abilities to steer offenders towards education, training, or career opportunities. Instruct offenders in resume writing, job search, interviewing techniques, workplace decorum, and acceptable work-related conduct. Monitor offender progress and compliance to evaluate effectiveness of programming for future planning. Maintain statistical data concerning offender employment rates, completion of programs, and any other necessary data.
- Identify and communicate local resources to probation officers for offenders relative to vocational training, employment, education, housing, and medical services (i.e., insurance).
- Assist and respond to judicial officer's request for information and advice concerning program and service needs of each participant within the U.S. Probation Office's re-entry court programming.
- Participate in ongoing training and educational opportunities to further develop and/or enhance techniques and skills related to the Second Chance Act of 2007, Workforce Development, and other re-entry services. Provide management and staff with ongoing updates related to respective changes in these areas.
- Assist in the training of staff on identification and treatment of offenders with needs in any of the three specialized areas (i.e., Second Chance Act of 2007, Workforce Development, or Re-Entry).
- Assist in developing a specialized treatment/supervision program which includes telephonic and observed contact with individuals, families, treatment providers, employers, and other community based organizations in addressing specific case needs in the areas of mental health, substance abuse, personal, family, marital, educational, and financial problems as well as crisis intervention.
- Participate in the contracting process and in the post-award monitoring audits of contractors for contract compliance, conformance to district and national guidelines, and quality of service provided. This could include the regional catchment area associated with the incumbent's office or any other regional catchment areas throughout the District. Also participate in evaluating aftercare operations.
- Participate regularly in managing contracting and procurement requirements which must be adhered to and completed in a timely fashion. Assist in the process of budgeting and

financially managing treatment programs. Assist in maintaining quality control which requires close monitoring of each service provider to ensure that obligations are being met satisfactorily and monthly invoices are accurate and reflect services rendered.

- Develop and maintain an updated mental health manual and resource library.
- Foster collaborative relationships between the U.S. Probation Office and community based organizations, contracted providers, the Bureau of Prisons, and other re-entry based organizations.

MINIMUM QUALIFICATIONS:

Two years of specialized experience with one year equivalent to work at CL-26. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

PREFERRED CHARACTERISTICS, EDUCATION, SKILLS AND EXPERIENCE:

Demonstrate sound ethics and judgment and maintain a professional demeanor and presence.

A Bachelor's degree in criminal justice, social work, psychology, or another related field from an accredited college or university. Current or prior licensing in substance abuse and/or mental health counseling services.

Possess effective verbal and written communication skills; have the ability to work with a wide variety of people with diverse backgrounds; have the ability to handle multiple demands in a fast-paced work environment; have the ability to compile information within established time frames and follow detailed instructions accurately; and have the ability to adapt to change.

Experience working with convicted criminal offenders facing significant barriers to employment and successful reintegration back into the community. Experience in motivational interviewing techniques and facilitation of various cognitive behavioral therapeutic programming. Experience in workforce and re-entry education facilitation and job placement. Knowledge of evidence-based practices and experience with their application. General knowledge of the criminal justice system and probation/parole processes and procedures, and experience working in a federal government or federal court environment. Experience with Windows, Microsoft Word, and WordPerfect.

APPLICATION INSTRUCTIONS:

Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and a 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), along with their official college transcripts, if applicable. Form AO 78 (the Application) is available at: 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 all 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.

Completed application materials must be received on or before the closing date of February 14, 2018 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. The only exception is that official college transcripts can be mailed to the address listed below. All other application materials received by mail, fax, or any other means other than by e-mail to CANP_Resumes@canp.uscourts.gov will not be considered.

**U.S. Probation Office
Northern District of California
Attn. Human Resources
P.O. Box 36057
San Francisco, CA 94102**

Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements. 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, sick leave, and medical insurance. 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