

CAREER OPPORTUNITY



UNITED STATES PRETRIAL SERVICES AGENCY NORTHERN DISTRICT OF CALIFORNIA

POSITION: Deputy Chief Pretrial Services Officer, Type II
POSITION TYPE: Full-Time/Permanent
VACANCY NUMBER: 2023-4
LOCATION: San Francisco, CA
DATE POSTED: December 19, 2023
CLOSING DATE: January 31, 2024
SALARY RANGE: JSP 14/01 (\$144,017) to JSP 15/10 (\$183,500) *
* Starting salary is set considering human resources policies, qualifications, experience, and applicant's current salary or federal pay grade. Lateral transfers will be considered for this position.

The United States Pretrial Services Agency for the Northern District of California, a component of the United States Courts, assists the court with reducing unnecessary pretrial detention. The Agency's two primary functions are conducting bail investigations and providing pretrial supervision of defendants charged with criminal offenses. Working with judges, attorneys, state and local law enforcement agencies, and treatment providers, the United States Pretrial Services Agency delivers services that benefit the defendant, the court, and the community.

The United States Pretrial Services Agency for the Northern District of California is headquartered in San Francisco, California, with divisional offices in San Jose and Oakland, California, and a satellite office in Eureka/McKinleyville, California. The Northern District of California covers 15 counties, primarily along the northern coast of California, from the Oregon border to southern Monterey County. The District has 23 Article III judges, including 9 senior judges, and 13 magistrate judges.

OUR MISSION

Our mission is to safely reduce unnecessary pretrial detention. We do so by providing high quality investigation and supervision services that enhance community safety while respecting the presumption of innocence. We remain focused on providing services and support that promote positive, transformative change in the lives of those we serve.

POSITION OVERVIEW

The United States Pretrial Services Agency for the Northern District of California is seeking a highly proficient and organized Deputy Chief Pretrial Services Officer, Type II, to carry out the mission of the Agency. The incumbent will fill a professional, executive position and will lead, motivate, direct, and supervise all levels of staff. The incumbent will act as a positive catalyst for change in every aspect of the organization. This position reports directly to the

Chief U.S. Pretrial Services Officer. The Deputy Chief Pretrial Services Officer, Type II, is the second-in-command of the Agency and acts as the "alter ego" to the Chief Pretrial Services Officer; therefore, a strong collaborative relationship is required. The Deputy Chief Pretrial Services Officer, Type II, assists the Chief U.S. Pretrial Services Officer in all areas of the administration and management of the Agency. Travel inside and outside of the District is required.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

The Deputy Chief Pretrial Services Officer, Type II, performs duties and responsibilities such as the following:

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts, and the effective supervision of all persons under supervision.
- Assists the Chief Pretrial Services Officer in the formulation, implementation, and modification of policies in the district.
- Assists with selecting officers and other professional and clerical personnel for appointment and promotions.
- Participates in systematic analysis of performance for all subordinates.
- Supervises office staff including all professional, supervisory, and administrative personnel; paying particular attention to travel, leave, and scheduling of work hours.
- Supervises administrative work to include inventorying and ordering equipment and supplies, preparing statistical reports and personnel papers, maintaining files and records, and disposing records.
- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Assists in establishing and maintaining cooperative relationships with other United States Probation and Pretrial Services Offices to assure all requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Assists in promoting and maintaining conditions that encourage staff loyalty, enthusiasm, and morale.
- Identifies training needs within the district.
- Participates in public relations that explain pretrial services, as well as its programs and functions. .
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Assists in developing, administering, executing, and monitoring the budget. Assists in certifying financial transactions of the office.
- Performs the Unit Executive duties in the absence of the Executive.
- Occasionally, Deputy Chief Pretrial Services Officers may perform the duties of a Pretrial Services Officer or Supervising Pretrial Services Officer.
- Performs related duties as required by the Chief Pretrial Services Officer and the court.

QUALIFICATIONS

Qualifications must be met at the time of application. A Juris Doctor or Master's Degree is preferred, but to qualify for a position of Deputy Chief Pretrial Services Officer, Type II, at JSP-14 or 15, an applicant must possess a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration and have the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

Preference will be given to candidates currently employed within the Federal Judiciary. However, all applicants must have at least five years of experience as a U.S. Pretrial Services Officer or U.S. Probation Officer and be eligible for law enforcement officer retirement benefits (i.e., complete 20 years in a federal law enforcement position prior to age 57).

JSP Grade Level	CPS Equivalent	Years of Specialized Experience
14	CL 30	6
15	CL 31	7

SPECIALIZED EXPERIENCE

- Progressively responsible experience in the investigation, supervision, counseling, and guidance of defendants or offenders in pretrial programs or community corrections is required.
- Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience.
- Experience as police officer, Executive Branch special agents and officers, or similar law enforcement positions, other than any criminal investigation experience, **does not meet** the requirements of specialized experience.
- Specialized experience must be earned **after** the bachelor's degree has been granted.

EDUCATION SUBSTITUTIONS

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

Note: A degree that relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

COURT PREFERRED SKILLS AND EXPERIENCE

- Knowledge and demonstrated application of Evidence-Based Practices (EBP) in community supervision
- Broad knowledge of the criminal justice system and United States Probation and Pretrial Services system
- Supervisory or managerial experience with at least two years of experience in supervising professional staff
- Excellent leadership and management skills and the ability to motivate others
- Problem-solving skills with the ability to think critically at a high level
- Possess solid understanding of the fundamentals of budget development and financial management
- Ability to exercise mature judgment and maintain a professional appearance/presence
- Demonstrate ability to make decisions from an organizational perspective
- Experience in staffing and human resources functions, long and short-range planning, and oversight of information technology
- Demonstrated ability to work with all levels of staff in a professional manner
- Ability to meet with the public and work harmoniously with others
- Demonstrate excellent interpersonal skills
- Excellent oral and written communication skills
- Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner
- Must have excellent time management skills, be detailed-oriented, and have the ability to handle multiple tasks simultaneously and effectively

BENEFITS

Judiciary employees serve under excepted appointments (not competitive civil service).

Federal benefits include paid vacation, sick leave, and holidays. Optional benefits include health, dental and vision insurance, disability and life insurance, long-term care coverage, flexible spending accounts, retirement benefits, and

a tax-deferred savings plan with employer matching contributions. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

CONDITIONS OF EMPLOYMENT

U. S. Citizenship or eligibility to work permanently in the U.S. is required. The medical requirements and essential job functions derived from the medical guidelines for pretrial services officer and officer assistants are available for public view at <http://www.uscourts.gov>. The incumbent may be subject to a full background investigation and may need to submit to pre-employment drug testing as a condition of employment. In addition, the incumbent will be subject to updated background investigations every five years and to on-going random drug screening. All employees of the United States Pretrial Services Agency are required to adhere to the Judicial Code of Conduct.

First-time appointees will be covered under law enforcement officer retirement provisions and must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

PROCEDURES FOR APPLYING

Submit an application packet that includes:

1. Letter of interest with no more than three pages, which includes a detailed narrative statement that (1) addresses your leadership philosophy; (2) answers the question, "Why do you want to lead?" and (3) highlights the knowledge, skills, and experience you possess that are necessary in performing the duties of a deputy chief
2. Resume (include current salary; grade/step if federal employee)
3. List of references that includes at least two subordinates and three colleagues who can speak to the candidate's leadership traits (colleagues in-district and/or out of district are acceptable)
4. Copies of last two performance evaluations (external candidates only)
5. Official transcripts (external candidates only)
6. A completed Federal Judicial Branch Application for Employment (Form AO 78) available at: <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment> (external candidates only)

Application materials must be submitted via e-mail at the following address:

psajobs@canpt.uscourts.gov

When sending by email, all documents must be attached as **one** PDF document. The subject line should state "Application PSO 2023-4".

Applications must be received by 4:00 p.m. PST on the closing date. Incomplete and late application materials will not be considered. All application information is subject to verification. The Pretrial Services Agency reserves the right to check references and contact former employers and subordinates.

Participation in the interview process is at the applicant's own expense. Relocation expenses may not be provided.

Only applicants who are interviewed in person will receive a written response regarding their application status.

The Deputy Chief Pretrial Services Officer serves at the pleasure of the court and is an “at will” employee who can be terminated with cause. All judiciary employees are required to adhere to a Judicial Code of Conduct.

Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the U.S. District Court for the Northern District of California. The U.S. Pretrial Services Agency reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.



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