

## Salary & Benefits

The salary range for this position is \$104,582 - \$127,171 annually, with appointment at a step in the range dependent upon qualifications. The County provides an executive management benefits package, which includes:

- 3% Salary increase effective September 9, 2018.
- \$2,000 one-time supplemental payment to be paid September 28, 2018.
- Retirement benefits provided under the 1937 Act and enrollment in Social Security. This position receives Safety Retirement. For more information, contact the Retirement Association at 707.463.4328.
- Participation in a 457 deferred compensation plan with up to 4% of salary contribution matched by the County.
- Longevity increase after five (5) years at Step 5 (or a flat rate salary) and upon each five (5) year anniversary thereafter. The increase shall be 2½% for each five-year period.
- \$1,500 annually for health, education and training expenses.
- For employees enrolled in the County Health Plan, County pays 75% of Medical, Dental and Vision Insurance coverage for employees and their enrolled their dependents. Health Plan participants will experience a 3-month "holiday" from employee only portion of premiums for the months of October, November, and December 2018.
- \$50,000 group life insurance policy and \$5,000 A D & D.
- 11 paid holidays.
- 48 hours of paid management leave.
- Paid vacation beginning with two weeks increasing periodically to five weeks after 15 years of service.
- Sick leave accrual at 15 days per year.
- County-funded extended disability.
- Voluntary election of an automobile allowance of \$250 per month.

## The Process

To be considered for the Chief Probation Officer position, please submit a County application and resume using the County's website at [www.mendocinocounty.org/hr](http://www.mendocinocounty.org/hr) by December 1, 2017.

Human Resources Department  
County of Mendocino  
501 Low Gap Road, Room 1326  
Ukiah, CA 95482

Phone: 707.234.6600, fax: 707.468.3407  
Website: [www.mendocinocounty.org/hr](http://www.mendocinocounty.org/hr)  
E-mail questions to: [hr@mendocinocounty.org](mailto:hr@mendocinocounty.org)

**Final Filing Date: December 1, 2017**  
**Qualifications Appraisal (tentative): January 8—10, 2018**  
**Finalist Interview (tentative): January 11—12, 2018**

**If you have any questions regarding this position, please contact the Human Resources Department at 707.234.6600**



# The County of Mendocino

Is accepting applications for the position of



## Chief Probation Officer

### COMMITMENT TO EXCELLENCE

The overall mission of the Mendocino County Probation Department, as an integral part of the criminal justice system, is to promote public safety by reducing criminal behavior and its impact upon the community through service to the courts, effective supervision of adult and juvenile offenders, and interagency cooperation.



## The County

The County of Mendocino, from its southern border 90 miles north of the Golden Gate Bridge, to its northern border 80 miles south of Eureka, is in the heart of wine and redwood country, and is one of the most picturesque areas in the State of California. The 3,510 square miles of the County is comprised of beautiful fertile inland valleys, Pacific coastline, and rugged mountain peaks.

The County's 86,265 residents enjoy many local arts organizations, talented theatre companies, including civic and light opera, as well as abundant outdoor recreational activities. Quaint historic villages are found along the rugged coastline, which are home to many inns, art galleries, boutiques and restaurants. The northern part of the County draws outdoor enthusiasts eager for adventure in hiking, canoeing, fishing and more. The inland area is best known as wine country producing some of the finest vintage California wines.

Mendocino County's economy is based on agriculture (particularly grapes), timber, tourism and a growing retail and service center. Weather in the County is generally mild. Fog and sea breezes usually keep the coastal areas cool, while inland temperatures can reach the high 90's during the summer months. Ukiah is the County seat.

## The Organization

Mendocino County is a General Law County with a Board-Executive Officer form of government in which the five-member Board of Supervisors appoints the Chief Executive Officer. Each Board Member is elected by district to serve a four-year term. The Board of Supervisors is responsible for establishing the County budget, fixing salaries and for approving and enforcing all ordinances, resolutions and other legal actions of the County. The Board enacts legislation governing Mendocino County and determines overall County policies for departments and various special districts. Twenty-eight departments and fifteen special districts provide county services. The County has an operation budget of \$265 million and employs approximately 1,100 people.

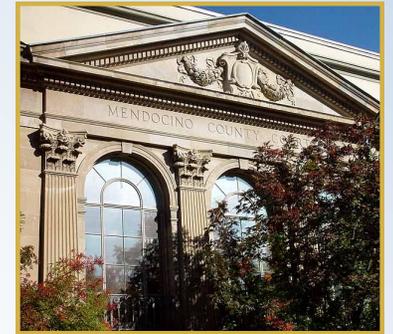


## The Position

Appointed by and reporting to the presiding Judge of the Mendocino County Superior Court, the Chief Probation Officer is charged with the responsibility of planning, organizing, coordinating and directing County Probation services. Work is performed under the policy direction of the Mendocino County Superior Court, with advisory guidance from the Juvenile Justice Commission. The incumbent exercises independent judgment and discretion in the formulation and execution of operating policies. Organizational and fiscal program continuity is maintained through the Chief Executive Officer to the County Board of Supervisors. Supervision is exercised over professional support staff and the Division Managers who are delegated wide authority in directing the juvenile detention facility, and the adult and juvenile division operations.

## The Ideal Candidate

We are looking for an experienced probation professional with an extensive background in probation and a commitment to evidence-based practices; as well as the ability to plan, monitor and execute programs; and to develop, present and monitor budget and control expenditures. This collaborative leader will also bring extensive managerial, interpersonal, creative problem solving skills and the ability to effectively communicate orally and in writing, as well as the ability to:



- Analyze administrative problems, reach practical conclusions, and institute effective changes.
- Use advanced metrics to plan and supervise research and statistical work relating to the various aspects of administration, budget and general management matters.
- Establish and maintain effective working relationships with Superior Court Judges, Commissioners, Board of Supervisors, the Juvenile Justice Commission, criminal justice partners, and other stakeholders.
- Support and participate in the County's Leadership Initiative activities.
- Utilize current best practices in recidivism reduction, performance management, information technology and labor law.
- Investigate, evaluate and analyze probation service functions, and make appropriate changes necessary to meet established policies and goals of the Probation Department.

A Bachelor's degree, or equivalent, from an accredited four-year college or university in criminal justice, behavioral science, or a related field, along with a minimum of five (5) years of responsible probation and corrections experience with at least two (2) years of management-level experience involving the evaluation, administration, management and control of varied types of probation programs, including the supervision and management of personnel. Possession of a valid California driver's license, PC832, and STC Manager and Administrator Core Course.