



**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF MICHIGAN  
PROBATION AND PRETRIAL SERVICES OFFICE**

**CAREER OPPORTUNITY  
POSITION ANNOUNCEMENT NO. 15-02**

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<b>Position:</b>	Deputy Chief U.S. Probation Officer, Type II
<b>Opening Date:</b>	November 07, 2014
<b>Closing Date:</b>	Position open until filled. Priority consideration will be given to those applicants who apply by November 28, 2014.
<b>Salary Range:</b>	Judiciary Salary Plan (JSP) 14-16, depending on qualifications and experience. JSP 14: \$97,657 - \$126,949 JSP 15: \$114,872 - \$149,333 JSP 16: \$134,722 - \$167,000
<b>Promotional Potential:</b>	Career ladder progression (without further recruitment) to JSP 16
<b>Location of Position:</b>	Grand Rapids, Michigan (Main Office)
<b>Area of Consideration:</b>	Open to all qualified individuals

The United States Probation & Pretrial Services Office for the Western District of Michigan is accepting applications for one full-time, permanent Deputy Chief U.S. Probation Officer. Our probation office currently employs 51 staff in four locations. Our office is headquartered in Grand Rapids, MI, with branch offices in Kalamazoo, Lansing, and Marquette, MI. Frequent intra-district travel is required. The Deputy Chief Probation Officer reports directly to the Chief Probation Officer.

Deputy Chief Probation Officers primarily assists the Chief Probation Officer in the administration and management of the probation office within the district. As an integral part of the organization's executive management and leadership teams, the incumbent will be responsible for providing high level leadership to formulate, supervise, and implement policy and initiatives to achieve organizational goals and objectives with a focus on strengths based leadership and evidence based practices.

The position is subject to a one-year probationary period, which may be extended at the discretion of the Chief Probation Officer. During the probationary period, the employee will not have recourse through the organization's Disciplinary/Adverse Action Policy. However, the employee will have recourse under the organization's Equal Employment Opportunity Plan & Employee Dispute Resolution Plan.

**Representative Duties**

**The Deputy Chief Probation Officer performs a full range of duties and responsibilities including but not limited to the following:**

- Participate in the organization and management of daily operations of the office to insure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of probationers and parolees.
- Assists in the development of a strategic planning process to define goals and objectives for the organization. Implement short and long term planning initiatives via policy and programs to achieve agency strategic goals and objectives with measurable outcomes and specific time lines for completion.
- Assists the Chief Probation Officer with making operating decisions, including review of budget allocations, developing policies and strategies, and initiating new programs.
- Assists in the development, implementation, administration, and evaluation of comprehensive results-oriented evidence based programs, practices and policies.
- Ensures that statutes, regulations, and guidelines pertaining to federal offenders'/defendants' presentence, post-conviction supervision, and pretrial matters are applied and adhered to.
- Review and analyze reports to identify problems, trends, and other issues. Analyze data collected to formulate solutions to problems which includes modifications to existing and development of new policies, procedures, and/or administrative practices.
- Manages, develops, and mentors the assistant deputy chief, supervisory probations officers and support staff, including establishing standards, performance management, addressing disciplinary actions, recommending new hires, personnel actions, and terminations.
- Conducts staff meetings and communicates operational status and relevant information to the assistant deputy, supervisors, and staff. Identifies training needs within the district. Travels to divisional offices regularly to assess and evaluate activities among officers.
- Fosters teamwork and collaboration among supervisors and staff to achieve common goals. Assists in promoting and maintaining office culture and conditions that encourage staff loyalty, teamwork, enthusiasm, and morale.
- Facilitates, mediates, and negotiates complex and sensitive matters with judges, supervisors, Chief Probation Officer, and staff.
- Supervise administrative work, preparing statistical reports and personnel papers, maintain files and records, and disposing records.
- Collaborates with the CUSPO in budget review and formulations, execution, and oversight. Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Communicate and explain complex information, concepts, rules, and regulations to individual groups and varying experience and backgrounds, including counsel, law enforcement, collateral agency personnel at different government levels, community service providers, and offenders/defendants. Confer with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include Federal, State, and local law enforcement, correctional, social service agencies, and the private sector.
- Participates in public relation matters to explain probation, parole, and other correctional services to the community. Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Performs other duties as required by the Chief U.S. Probation Officer and the Court.

### **Qualifications**

To qualify for a position of Deputy Chief U.S. Probation Officer Type II at Judiciary Salary Plan (JSP) 14, 15, or 16, a person must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent. Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, sociology, human relations, business, public administration, or other related field is required. An advanced degree in a related field is preferred.

<b>JSP Grade Level</b>	<b>Court Personnel System (CPS) Equivalent</b>	<b>Years of Specialized Experience</b>
14	CL-30	6 Years of Specialized Experience
15	CL-31	7 Years of Specialized Experience
16	CL-32	7 Years of Specialized Experience

### **Specialized Experience**

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in the community corrections or pretrial programs. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of the specialized experience. Experience in police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience. The specialized experience must include progressively responsible administrative, technical, professional, supervisor or managerial experience that provides an opportunity to gain skills in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Probation Officer. 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 year of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences of a Juris Doctorate (JD) degree may be substituted for two year of the specialized experience.

### **Court Preferred Qualifications and Characteristics**

- Excellent organizational leadership and management skills with previous supervisor/management/leadership experience, education, or training relevant to U. S. Probation operations.
- Ability to execute strategic change both within and outside the organization, to meet organizational goals.
- Skill and experience in communicating effectively; both orally and in writing, with individuals and group to provide information, facilitate meetings, and influence decision makers and strive for high level achievement.

- Direct management experience in developing, implementing, administering, and evaluating comprehensive results-oriented evidence based programs, practices and policies.
- Significant project management experience and ability to lead major change initiatives and multiple projects simultaneously with limited supervision.
- Ability to make decisions that produce high quality results by applying technical knowledge, analyzing problems, and calculating risks.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission and goals.
- Excellent organization and time management skills, with the ability to balance the demands of varying workload responsibilities and deadlines.
- Ability to establish good working relationships with peers, subordinates, and superiors and have a management style that builds consensus, trust, and confidence with staff.
- Familiarity with budget principles and financial management.
- Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Demonstrated knowledge of using information technology in managing daily operations and ensuring office compliance.
- Ability to demonstrate an understanding of the Charter for Excellence and exemplifies such in their day to day behavior.
- Ability to travel frequently and be available beyond a standard 40 hour work week when necessary.

#### **Maximum Entry Age for Law Enforcement Retirement Coverage:**

In order to be included under federal law enforcement officer retirement provisions, an individual would have to meet "maximum entry age" provisions as follows: First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous federal law enforcement officer experience under the federal 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

#### **Benefits**

The incumbent will be eligible to receive benefits which include participation in the Federal Employees Retirement System, Federal Employee Health Benefits, Life Insurance, Thrift Savings Plan (similar to 401 K plan) with employer matching contributions, optional dental and vision, optional long term care, optional flexible spending program, paid federal holidays, and accrued annual and sick leave. For additional information on employment with the federal courts, please visit [www.uscourts.gov](http://www.uscourts.gov).

#### **Conditions of Employment**

- Applicant must be a U.S. Citizen or eligible to work in the United States.
- This position is considered a secondary law enforcement position. The incumbent, if already qualified for Law Enforcement Officer (LEO) status under the Federal Employees

Retirement System (FERS), will retain that status and mandatory retirement requirements apply.

- The incumbent is subject to a full background investigation, including a credit report check, and must submit to pre-employment drug testing as a condition of employment. In addition, the incumbent will be subject to random drug screening and may be subject to updated background investigations every five years.
- Medical requirements derived from the medical guidelines for law enforcement positions are available for public review at <http://www.uscourts.gov> (Click on Probation and Pretrial Services>Officers and Officer Assistants>What Professional Standards Apply).
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. If a subsequent vacancy becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool without further advertising.
- This office will contact references, including former employers, of top candidates.
- This position requires travel. A driver's license is required to conduct work. If an office vehicle is not available, the incumbent is expected to use his/her personal vehicle and will be reimbursed for mileage pursuant to policy.
- Selected qualified applicants may be required to submit to job related testing.
- This position is subject to mandatory direct deposit for payment of net pay.
- The probation and pretrial services office is not authorized to reimburse candidates for travel, parking, or moving expenses.
- The Court requires the incumbent to adhere to a Code of Conduct, workplace conduct standards, and the following office cultural imperatives:
  1. We will treat everyone (customers, colleagues, and others) with dignity and respect.
  2. Our communication is effective, honest, and happens up, down and sideways at all levels of our organization.
  3. Everyone encourages and supports the highest level of accountability, responsibility, and commitment to our profession and customers.
  4. All opinions are valued and we will disagree professionally, but not personally.
  5. We recognize the value of teamwork and courage collaboration.
  6. We welcome change as an opportunity to learn, develop, and grow.

### **Application Procedures**

To be considered, qualified applicants must submit the following:

1. A letter of interest which includes a detailed narrative statement addressing specific qualifications and relevant experience that outlines your personal characteristics and management philosophy. The letter should address the knowledge, skills, and experience necessary to perform the duties of Deputy Chief Probation Officer. The letter should be no more than three pages, single space.
2. Résumé.
3. AO 78 - Federal Judicial Branch Employment Application. The AO78 form can be found

at <http://www.miwd.uscourts.gov> (Probation/Pretrial - Employment Opportunities) or at <http://www.uscourts.gov/FormsAndFees.aspx> (Court Forms by Number) or [www.uscourts.gov/forms/AO078.pdf](http://www.uscourts.gov/forms/AO078.pdf) .

4. College transcript(s) (unofficial copies accepted).
5. Copies of last two performance evaluations/appraisals. If not available, please provide an explanation in the cover letter.
6. Presentation  
Applicants chosen for an interview will be required to prepare and make an oral presentation, not to exceed 20 minutes, on the following:

The ongoing development of congressional mandates, increase usage and reliance on information technology to improve our work product, continuous focus on outcome measurements, cultural issues that impact effective communication and accountability within the workforce, and the ability to manage our knowledge base are all reflective of the organizational culture which are being addressed in our organization. Please articulate, via your presentation, how your management philosophy and skills will assist you in leading and managing positive change in our organization. You are encouraged to focus on at least two of the above mentioned areas and cite past experiences as examples of how you have addressed such in your respective professional career.

To receive priority consideration, qualified applicants must email all required documents in one pdf document by 5:00 p.m. on November 28, 2014, to: [hr\\_probation@miwp.uscourts.gov](mailto:hr_probation@miwp.uscourts.gov) . In the subject line of the email, indicate the vacancy announcement number (#15-02). No application materials, with the exception of academic transcripts mailed by academic institutions, will be accepted via U.S. Mail. Incomplete submissions will not be considered. All information provided by applicant is subject to verification. Due to the high volume of applications expected, the U.S. Probation Office will only communicate with those qualified individuals selected for pre-employment testing and/or personal interviews. Please do not call or email regarding status of application. All other questions related to the posting or application submission process may be directed to the previously noted email address ([hr\\_probation@miwp.uscourts.gov](mailto:hr_probation@miwp.uscourts.gov)).

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U.S. Probation Office  
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***The Federal Courts are Equal Employment Opportunity Employers***