



**KITO J. BESS**

CHIEF PROBATION OFFICER

## UNITED STATES DISTRICT COURT

EASTERN DISTRICT OF LOUISIANA

PROBATION OFFICE

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DEPUTY CHIEF PROBATION OFFICER

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### **REVISED - Closing Date Extended**

**Position Title:** Program Development Specialist  
(Sr. U. S. Probation Officer)

**Location of Position:** New Orleans, Louisiana

**Vacancy Announcement Number:** 16-PRB-02

**Announcement Date:** Thursday, October 8, 2015

**Closing Date:** **Friday, December 4, 2015**

**Starting Salary/Classification Level:** \$66,755 - \$108,538 (CL -29)

**Anticipated Starting Date:** To Be Determined

The United States Probation Office, for the Eastern District of Louisiana, is seeking to fill the position of Program Development Specialist (Sr. U. S. Probation Officer). The incumbent will be assigned to perform work in community supervision (i.e., Pretrial Services or Post Conviction), which involves program development, monitoring for sustainment, and providing outcome measurements to ensure success of offender based employment readiness and retention programming, along with educational/vocational training. The incumbent is also responsible for facilitating training and career placement opportunities for offenders. The incumbent works with other district specialists to aide in a number of district initiatives: cognition, training, treatment services, etc. The probation office reserves the right to transfer and/or reclassify this position based on future agency needs.

The U. S. Probation Office, for the Eastern District of Louisiana, is a combined district which encompasses 13 parishes, 12 Active Article III Judges, 2 (Active) Senior Judges, and 5 Magistrate Judges. The headquarters office is located in New Orleans, Louisiana. The U. S. Probation Office employs more than 50 staff in a total of three locations.

The Program Development Specialist reports directly to a Supervisory U. S. Probation Officer. The incumbent will be expected to perform a full-range of high-level functional and supervisory, in the absence of the supervisor, work which encompasses the investigation and supervision of offenders and/or defendants. Specifically, the Program Development Specialist is responsible for matters relating to the effective supervision of pretrial services clients, probationers, supervised releases, and/or parolees who require employment and educational assistance, or other identified treatment services. The Program Development Specialist may guide the work of lower level hazardous and non-hazardous duty staff. Further, the Program Development Specialist will assist the probation office in its continued efforts of creating an outcome based

learning organization that taps human potential through dialogue, accountability, innovative ideas, and personal and professional growth.

Program Development Specialist is considered hazardous duty, which may require irregular working hours, to include nights, weekends, and holidays. The incumbent may be expected to frequently travel to divisional offices.

### Representative Duties:

The incumbent is expected to perform the following:

- Perform investigative and supervision responsibilities for offenders/defendants in both general and high-risk/specialized cases which include offenders/defendants who are identified as having employment, educational, and/or cognitive related issues. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing offenders/defendants and their families and collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include *U.S. Sentencing Guidelines*, Monographs, and relevant case law in the area of specialization.
- Manages and oversees funding provided under the Second Chance Act. Coordinates and oversees community service programming within the district.
- Participate in the administration of treatment programming; assumes legal responsibility in enforcing conditions of release imposed by the Courts and the Parole Commission; and prepare, manage, and convey budgetary needs and/or status of current expenditures regarding workforce development programming and Second Chance Act needs.
- Serve as a resource and expert to the court, line officers, and staff in Workforce Development, local educational programming, and Second Chance Act related needs. Guide, advise, train, and make recommendations to officers, the court, and other individuals in cases involving area of specialization. Develop policies and proposals to provide needed specialized services, along with train line officers on Workforce Development, Second Chance Act, local educational programming, and other community resource matters. Create offender-driven advancement plans to determine suitable job or career path for the offender.
- Participate in ongoing offender based training and educational opportunities to further develop and/or enhance offenders/defendants skills (i.e., resume writing, job search, interviewing techniques, workplace decorum, etc.). Provide management and staff with ongoing updates related to changes with this offender/defendant population.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants/offenders through office and community contacts and by

telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.

- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Assist in the continued development of re-entry court programming, to include but not limited to the following: supervising participants, policy modifications, maintaining statistical data concerning the progress of participants, address offender workforce and educational needs, etc.
- Determine and continuously evaluate available resources throughout the district in regards to workforce development and Second Chance Act needs. Secure and contract employment, educational, and other necessary services for offenders/defendants while adhering to procurement and contracting guidelines and requirements. Maintain regular contact with contract providers to ensure compliance with contractual agreements. Ensure regularly scheduled meetings to assess offender/defendant progress. Monitor the accurate submission of billing documents, where applicable, from providers to ensure the appropriate disbursement of funds. Provide contracting and procurement services related to this position.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials.
- Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the

direction of the court. Provide advice, consultation, and program vision and direction and make proposals to the Chief.

- Conduct or participate in career fairs that bring employment opportunities for our offender population. Develop and maintain a professional relationship with employers, community organizations, and other government agencies to promote offender employment opportunities.
- Completes other duties as assigned or reassignment to other specialist programs based on the needs of the District.

### **Qualifications - Experience & Education:**

To qualify for the position of the Program Development Specialist, applicants must be a U. S. citizen and possess a bachelor's degree from an accredited college or university in a related field of study. A minimum of three years specialized experience is required, with at least one year at a CL28. Probation experience is preferred.

#### **Specialized Experience**

Progressively responsible experience and/or knowledge in the pretrial services', presentence investigations, and post-conviction supervision. Specialized experience must be earned after the bachelor's degree has been granted.

Note: Experience as a police officer, FBI agent, customs officer, U. S. Marshal or similar positions, other than any criminal investigative experience, does not meet the requirements of specialized experience.

#### **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 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.

#### **Personal Characteristics and Skills (i.e., Preferred Skills)**

The Eastern District of Louisiana strives to maintain and grow a productive, progressive, and positive culture. We recruit and retain staff that promote, reflect, and thrive in that environment. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times. A successful candidate will possess the following qualities: optimistic, introspective, honest, helpful, curious, adaptable, committed, and be accountable.

The ideal candidate will also:

- Have a record of displaying good judgment and of being a proven problem-solver who can provide innovative solutions to workplace problems as well as employee relation issues;

- Be expected to demonstrate an understanding of the Charter for Excellence and will exemplify such in their day-to-day behavior;
- Be knowledgeable about national initiatives impacting all disciplines within probation (i.e., Presentence, Post-conviction, and Pretrial Services).
- Have contributed to our system via participation in national workgroups and/or local committee within the last five years;
- Have a thorough understanding of PACTS and DSS and demonstrate how he or she has used PACTS and DSS reports to formulate solutions to problems.
- Have some knowledge of evidence-based practices and skilled in their application. A good understanding of program and service policies and procedures is essential to support decisions and to exercise good judgment. Must be a perennial learner with the desire to be an expert in our changing field.
- Have completed or currently enrolled in the Federal Judicial Center's Foundations of Management Program; and completion of the Federal Judicial Center's Leadership Development Program.
- Be skilled in communicating effectively; both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decision-makers and strive for high level achievement.
- Have the ability to organize, oversee, and complete multiple projects simultaneously with limited supervision.
- Demonstrate leadership by showing initiative to engaging in project management and establishing programs which helps to achieve an organization's mission and vision.
- Demonstrate how he or she has used technology, within the last three years, to improve a process within their respective discipline of the probation office.

**Additional Information:**

- The aforementioned position is classified as law enforcement. As a condition of employment, incumbents will be subject to ongoing random and reasonable suspicion drug screenings, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. At the Chief Probation Officer's discretion, the most recent reinvestigation report completed on behalf of the applicant may be requested.
- If not already completed, selected candidates must make every effort to continuously enroll in the Federal Judiciary's Leadership Development Program within five (5) years from the date of

appointment; and completion and/or enrollment in Foundations of Management within one (1) year from the initial date of appointment.

- If not already completed, selected candidates must complete the necessary qualifications for the Offender Workforce Development Certification Program, via the National Institute of Corrections or other available entity offering the certification, within the first 18 months of appointment. Additionally, selected candidates must complete the necessary qualifications for the State of Louisiana, Certified Criminal Justice Professional (CCJP) certification program and receive such certification, in accordance with the Louisiana Association of Substance Abuse Counselors and Trainers (LASACT), within three years from appointment date of this position.
- Qualified candidates will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training. Qualified applicants, only, will be contacted for an interview. The interviews will be conducted in New Orleans, Louisiana. Applicants selected for interview will be required to travel to the designated location at their own expense. Relocation expenses may not be reimbursable. Only those applicants who are interviewed in person will receive a written response regarding their application status. If you are not contacted by our office following the closing date of this vacancy, another candidate within the recruitment field, with either more experience and/or qualifications, was selected. **Please do not call.**
- If selected for an interview, applicants will be required to submit to written examinations and panel interviews.

#### **Benefits:**

Employees of the United States Probation Office are not subject to regulations of the Civil Service Commission. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.

- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

\*\*\*\*\*Eligibility for benefits varies with part-time and/or temporary appointments\*\*\*\*\*

#### How to Apply:

Interested candidates should submit a complete applicant's packet by **5:00 PM, Friday, December 4, 2015**, which includes:

- A letter of interest which includes a detailed narrative statement addressing specific qualifications and relevant experience that outlines your personal characteristics and correctional philosophy governing evidence based practices. The letter should be no more than three pages, single space;
- Listing of three professional references;
- Judicial Branch Application for Employment form (i.e., AO 78); and
- Kindly attach a resume and copies of the last two performance appraisals.

Applicants selected for final interviews will be required to prepare and make a presentation, not to exceed 10 minutes on the following:

- *In the article **Implementing Evidence-Based Policy and Practice in Community (October 2009)**, the authors provide a detailed discussion concerning Evidence Based Practices and how such can be successfully implemented within any community correctional organization. According to the article, "agencies and systems must have the capacity to undergo a significant shift in their business practices and organizational culture; they require a framework to guide this change." Based on either the article itself or your own common, yet extensive, knowledge of evidence-based practices, please articulate a plan outlining specific efforts you would make to advance the Eastern District of Louisiana, for the next three years, towards working in an evidence-based environment. It is strongly encouraged that you reflect on specific ideas which can contribute to your success in the role of Program Development Specialist.*

The AO-078 application form can be downloaded from:

[http://www.laep.uscourts.gov/sites/laep/files/AO\\_078\\_Application\\_for\\_Employment.pdf](http://www.laep.uscourts.gov/sites/laep/files/AO_078_Application_for_Employment.pdf)

**YOU MUST REFERENCE THE VACANCY ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applications will not be considered complete until all of the items listed above have been received by Human Resources. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail. All application material must be submitted **ELECTRONICALLY**, no exceptions.

Please email your complete applicant's packet to: [vacancies@laep.uscourts.gov](mailto:vacancies@laep.uscourts.gov)

Attachments must be saved as **one** PDF file - Multiple attachments **WILL NOT** be accepted

**Disclosures:**

The United States Probation Office reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States Probation Office requires employees to adhere to a Code of Conduct for Judiciary Employees. The Probation Office will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

*The United States Probation Office for the Eastern District of Louisiana is an Equal Opportunity Employer*



UNITED STATES PROBATION OFFICE

Eastern District of Louisiana

**Our Vision**

The Eastern District of Louisiana is a district where:

- Community safety is enhanced through facilitating effective positive change of individuals under supervision
- Integrity, impartiality and fairness are fundamental
- Inspiration and Collaboration foster positive innovation
- Each individual is unique and has opinions, values and experiences that are respected
- We strive to exceed expectations

**Our Guiding Principles**

- We model positive behavior, leadership and teamwork
- We value new ideas and encourage feedback
- We are focused on measurable outcomes
- We treat everyone with dignity, respect and fairness
- We are committed to servicing the court, community and each other
- We take a proactive role in the implementation of positive change

Unlocking Potential