



RAMSEY COUNTY
Department of Human Resources
121 East Seventh Place
Suite 2100
Saint Paul, MN 55101

<http://agency.governmentjobs.com/ramsey/default.cfm>

**INVITES APPLICATIONS FOR THE POSITION OF:
Deputy Director of Adult Probation (Unclassified) - Community Corrections**

An Equal Opportunity Employer

SALARY

\$42.91 - \$63.81 Hourly \$3,432.73 - \$5,104.91 Biweekly \$7,437.58 - \$11,060.65 Monthly \$89,250.98 - \$132,727.78 Annually

OPENING DATE: 06/10/19

CLOSING DATE: Continuous

LOCATION: (Metro Square) Saint Paul, Minnesota

BASIC FUNCTION:

To provide direction and leadership to the Adult Services Division within the Community Corrections Department, responsible for Adult Probation Services, leading change, racial equity and reform work; all fiscal, program services, outcomes, lead all community probation and community supervision services for adults in Ramsey County and other activities associated with the probation, supervised release, and domestic relations areas, responsible for the overall activities of the division, and to perform related duties as assigned.

An ideal candidate will possess the following competencies:

1. Leadership

- Demonstrate a strong commitment to the vision, mission, and values of the Service Team and the County by fully supporting the department and County goals.
- Demonstrate executive leadership experience and ability to quickly become familiar with operations and goals of a multifaceted department, identify links between departments and service teams, and identify opportunities, challenges and risks.
- Demonstrate an expert ability to collaborate, establish and strengthen partnerships and build consensus with elected officials, governing boards, appointed leaders, staff, community stakeholders and other public, private and nonprofit organizational partners.
- Demonstrate a high level of integrity and strong ethics and values.
- Demonstrate qualities of adaptability, dependability, and accountability and encourages creativity and innovation in service delivery. Build trust and a trusting environment by leading by example, displaying honest and ethical behavior in all interactions, ensuring that actions and words are consistent, and following through on commitments.
- Demonstrate a strong ability to set expectations, delegate responsibilities, trust the leadership and abilities of individuals on their team to achieve results, while being accessible to problem solve and provide counsel.
- Demonstrate a commitment to work collaboratively with organized labor and its representatives to achieve the County's vision, mission, and goals.

2. Motivational

- Demonstrate an ability to create, communicate and advance a compelling and inspired vision and sense of purpose that will motivate individuals and positively influence the current and future state of Ramsey County.
- Demonstrate an ability to hire, identify, and develop exceptional organizational leaders and productive workforce while appreciating the benefits of work-life balance for the organization and individuals.
- Demonstrate an ability to foster a participatory work environment in which individuals collaborate in pursuit of a common mission and shared goals, promote innovation, change, and problem solving, and provide opportunities for staff to grow resulting in high morale and positive teamwork.

3. Systems and Analytical Thinking

- Demonstrate an advanced ability to participate in development and leadership of the strategic direction Ramsey County, connecting the work of all service teams to the County's strategic priorities to achieve the desired results.
- Demonstrate a commitment and ability to formulate and implement organization-wide work and build cross departmental teams, identifying and eliminating artificial boundaries impacting departments and providers of County programs to ensure maximum effectiveness for users.
- Demonstrate an ability to understand, analyze, prepare and manage a large complex comprehensive budget, including revenue forecasting.

4. Community Engagement and Racial Equity

- Demonstrate substantial knowledge and understanding of race - based disparities and the impact of these disparities on the development of a community, social justice, corrective justice, socio-economic statuses, and the affects to overall health and wellness of populations.
- Demonstrate a personal passion for eliminating race - based disparities and fostering a welcoming culture that engages the broad diversity of the community and ensures racial equity for populations engaged and served.

- Demonstrate a commitment to and experience in creating a diverse, successful workforce in a large organization and respect for the diversity of customers and county employees, including individuals with a disability or whose first language may not be English.

5. Decision Making and Problem Solving

- Demonstrate advanced ability to facilitate problem-solving, recognize positive results, manage conflict, and negotiate satisfactory outcomes.
- Demonstrate expert ability to oversee and direct multiple and simultaneous projects that have the highest organizational and community impact, and which may have changing priorities and require adjustments mid-stream.
- Demonstrate expert ability to lead the development, preparation, and implementation of budgets and oversee the management of associated funds. Use the County and Service Team's strategic direction to inform the development of the budget.

6. Communication

- Demonstrate an advanced ability to effectively listen, speak, write, present, facilitate, interact in a persuasive manner and diffuse difficult situations and manage conflict appropriately with public and private individuals and groups.
- Demonstrate an ability to produce timely, accurate, and easily-understood information to ensure effective communication with the intended audience.
- Demonstrate an expert ability to establish and maintain effective relationships and communication with federal, state, regional and local governmental officials, and external agencies.
- Demonstrate an ability to effectively communicate with small or large audiences, represent the County at designated venues, and develop appropriate presentations and responses.

This position will remain open for application until filled; applicants should respond promptly as initial screening of resumes will occur June 24, 2019 with interviews likely occurring the week of July 15, 2019.

To view or print a copy of the complete Ramsey County job (class) description for this job, go to <https://www.governmentjobs.com/careers/ramsey/classspecs>. Once at this page, you can browse the alphabetical list or search for a job description.

EXAMPLES OF WORK PERFORMED

1. Promote a diverse, culturally competent, and respectful workplace.
2. Responsible for transformational leadership and to lead the Adult Probation Division through change through active community engagement, racial equity and reform work; work to support systematic change.
3. Participate in the contracting process to ensure contracts with community organizations are culturally appropriate and evidence based. Head justice reform and implementation of evidence – based practices.
4. Direct the activities of the Adult Division programs by overseeing the work activities of the Adult Division management team; formulate and oversee the implementation of division planning, goals and objectives; clarifying procedures and expectations; ensure compliance with all applicable statutes, regulations, policies, and local, state and federal laws.
5. Develop an overall strategy for the bi-annual divisional budget. Oversee the administration of annual budgets for various programs and major ongoing grants within the Adult Division; develop divisional budget proposals; monitor and adjust programs to meet needs, requirements, and the limits of divisional resources.
6. Supervise the work and activities of subordinate Assistant Deputy Directors and supervisors; responsible for the hiring, recruiting, retention, and discipline of staff in order to ensure equity in the process and in accordance with Corrections Department values to ensure fairness and equity in the process.
7. Participate in creating and supporting on-going staff development and the display of a demonstrated commitment to personal growth via involvement in corrections related agencies and in accordance with best practices.
8. Ensure that divisional staff authorized to hire staff follow standardized departmental practices and methodologies; ensure disciplinary actions are handled in a fair manner and in accordance with established departmental values.
9. Ensure that written policies are in place for the overall operations of the Adult Division and that these policies are evidence based.
10. Represent the Adult Division and the Department at a variety of meetings and committees with the Second Judicial District, including Judges, Court Administration Managers, and other justice system partners. Provide regular and ongoing communication about probation policy and programming updates and other essential topics impacting the courts.
11. Prepare periodic statistical and narrative reports concerning the activities of the division to maintain accountability and a public record of division activities.
12. Collaborate to establish relationships with governmental agencies, private organizations, community groups, and concerned members of the public for the purpose of engaging the community in activities and obtain buy related to community engagement, current departmental activities and obtaining as well as eliciting information for operational improvements.
13. Represent the department on various task forces and planning groups related to adult corrections; make presentations to the County Board of Commissioners at the request of the Director of Corrections, legislative committees, community groups and agencies, conferences and other bodies.
14. Participate in needs assessment for programming services and make recommendations to the Director for either purchase of service or in-house development.
15. Participate in the creation and implementation of the department's strategic plan
16. Address and resolve community complaints and issues raised by victims, correctional clients, Court concerns, and interagency problems within the Adult Division.
17. Maintain quality assurance methods with respect to the classification and supervision of correctional clients; work collaboratively to reduce probation lengths, reducing revocations; explore and support

- community alternatives to incarceration; increase diversion. Analyze data regarding demographics and causal factors influencing revocations; work to form new community partnerships.
18. Participate in the development of Requests for Board Action by researching data and providing narrative; participate in the draft process and approve final document; and attend agenda review and County Board meetings as required.

(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18.

MINIMUM QUALIFICATIONS

Education: Bachelors degree in Criminology, Social or Behavioral Science or a closely related field.

Experience: Eight years of experience in corrections related field at least five of which has been in a supervisory capacity or at least five years of experience in a corrections related field in a managerial capacity.

Substitution: None.

Preferred Experience: A Masters Degree in Criminology, Social or Behavioral Science or closely related field. Experience in building alliances and working collaboratively within the community; practical and proven experience in cognitive behavioral interventions. Experience working with personnel and client services decisions through a race equity lens.

EXAM/SCREENING PROCESS INFORMATION

This position will remain open for application until filled; applicants should respond promptly as initial screening of resumes will occur June 24, 2019 with interviews likely occurring the week of July 15, 2019.

Examination/Screening Process: This is an unclassified, at-will position, holding a confidential relation to the department head or elected official. This position requires an open screening and selection process. There is no exam for this unclassified, at-will, position. All applicants who meet the minimum qualifications will be forwarded to the department for consideration.

Definition of Unclassified from the Ramsey County Personnel Act:

Subdivision 1. General. "The appointing authority may discharge employees in the unclassified service with or without cause. Employees in the unclassified service have no right to a grievance appeal from discharge or other disciplinary action under sections 383A.281 to 383A.301. An employee in an unclassified position shall not have tenure but shall be entitled to all benefits associated with tenure such as vacation leave, sick leave, health insurance, and other benefits as determined by the county board."

Interested candidates may apply by completing the online application and submitting a letter of interest and resume. **Please complete an on-line application at [Ramsey County Jobs](http://ramseycountyjobs.com) and attach a resume. Your letter of interest should include a brief (one page) narrative describing your interest in this position, understanding of the duties, and why you feel you are a suitable candidate for the position.**

The letter of interest, resume and the application may be sent electronically by attaching the materials to the online posting. If you have difficulty uploading your materials, you may contact tammy.bakeberg@ramseycounty.us or by phone at 651-266-2703 for assistance.

To print a paper application for this posting, click [Paper Application](#).

Criminal Background Checks: All employment offers are conditioned upon the applicant passing a criminal and a PREA background check; as well as fingerprinting. Convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

E-Verify Participation: Ramsey County participates in the federal E-Verify program. This means that Ramsey County will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. If the Government cannot confirm that you are authorized to work, Ramsey County is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment. Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

Equal Opportunity Employer: Ramsey County provides equal access to employment, programs and services without regard to race, color, creed, religion, age, sex (except when sex is a Bona Fide Occupational Qualification), disability, marital status, sexual orientation or gender identity, public assistance or national origin.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://agency.governmentjobs.com/ramsey/default.cfm>
OR
121 East Seventh Place
Suite 2100
Saint Paul, MN 55101

Job #0301-1906-001
DEPUTY DIRECTOR OF ADULT PROBATION (UNCLASSIFIED) -
COMMUNITY CORRECTIONS
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