DEPUTY CHIEF OF STRATEGIC INITIATIVES AND ORGANIZATIONAL SUPPORT
POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Deputy Chief of Strategic Initiatives and Organizational Support
Court of Common Pleas, Criminal Trial Division
Department of Community Supervision Services

SALARY: $118,320 - $134,351 (G36)

FILING DEADLINE: November 10, 2026

HOW TO APPLY:

To be considered for employment, candidates must complete an employment application and upload a resume on our website at https://fjdcareers.phila.gov/cyberweb and click on Apply Now button to create an account or to log into their existing account.

MINIMUM REQUIREMENTS

1. Bachelor's degree from an accredited college or university in Criminal Justice, Public Administration, Social Work, Psychology, Sociology, Human Services, Behavioral Sciences, or a related field. Master's degree preferred.
2. Eight (8) years of experience in senior management, executive, or director-level role in probation, parole, pretrial services, behavioral health services, corrections, law enforcement, criminal justice, or a related field.
3. Demonstrated experience managing court data systems, programs, budgets, and organizational initiatives.
4. Successful completion of interview process.
5. Ability to perform the essential functions of the position.

POSITION SUMMARY

The First Judicial District is seeking a highly qualified and experienced professional to serve as Deputy Chief of Strategic Initiatives and Organizational Support. This executive-level position provides leadership, direction, and oversight of administrative, technical, and organizational support functions that sustain Pretrial Services and Adult Probation and Parole Operations. The selected candidate will work closely with the Chief of the Department of Community Supervision Services to advance departmental, operational, strategic, and policy objectives.

The Deputy Chief is responsible for providing leadership to a broad portfolio of departmental support functions, including but not limited to fiscal administration, technology systems, data

management, quality assurance and performance analytics, grant administration, training, policy development, compliance, and other services essential to the effective operation of the Department.

The Deputy Chief provides leadership and oversight to directors, managers, supervisors, professional, technical, and administrative staff and is responsible for establishing administrative priorities, managing departmental resources, developing and implementing policies, directives and systems, overseeing major initiatives, and ensuring the Department has infrastructure, information, and organizational capacity necessary to support supervision operations, advance evidence-based practices, and fulfill its mission.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Leadership and Strategic Planning

- Provide executive leadership and oversight of departmental administrative, technical, and organizational support functions serving Pretrial Services and Adult Probation and Parole Operations.
- Direct and supervise directors, managers, supervisors, and professional staff responsible for fiscal administration, training, grants, research, and data analytics, quality assurance, policy development, compliance, technology support, and other assigned functions.
- Establish priorities, performance expectations, and accountability standards while providing leadership, coaching, and professional development to assigned staff.
- Develop and evaluate administrative policies, procedures, directives, systems, and strategic initiatives designed to improve organizational effectiveness, and operational performance.
- Assess departmental needs, recommend improvements to processes, systems, staffing, and resource allocation, and prepare executive reports, analyses, and briefings for the Chief, Court leadership, and other stakeholders.

Fiscal Management and Resource Administration

- Assist with the development, administration, and monitoring of departmental budget.
- Oversee expenditures, staffing resources, contracts, purchasing, financial reporting, fiscal compliance, and administrative controls.
- Assess departmental resource needs and recommend improvements to resource allocation, operational efficiency, and fiscal management.
- Coordinate with fiscal and procurement offices, vendors, and other internal and external partners regarding departmental financial and resource matters.

Data Analytics, Performance Management, and Research

- Direct the development of performance measures, dashboards, and reporting systems to evaluate departmental effectiveness.
- Use data and performance information to identify trends, workload demands, resource needs, supervision outcomes, and opportunities for operational improvement.
- Promote evidence-based decision making-making through analysis of organizational performance, compliance measures, and outcomes.
- Oversee research initiatives, program evaluations, audits, and special projects that inform policy, resource allocation, and operational practices.

Technology and Systems Administration

- Provide executive leadership for departmental technology initiatives and information systems, and related resources.
- Evaluate, recommend, and oversee implementation of technology solutions that improve supervision practices, reporting, communication, data management, and operational efficiency.
- Oversee the effective utilization, access, security, and compliance of criminal justice information systems and departmental technology platforms, including but not limited to Monitor and Prob-Start.
- Collaborate with First Judicial District's Information Technology Department, vendors, and other partners to support system implementation, maintenance, integration, and continuous improvement.

Grants, Compliance, and Quality Assurance

- Direct grant development, administration, monitoring, reporting, and compliance activities.
- Supervise staff responsible for grant requirements, audits, funding conditions, internal reviews, inspections, and quality assurance activities.
- Maintain knowledge of PCCD Operating Standards and applicable laws, regulations, court directives, and professional standards.
- Lead department-wide policy development, review, implementation, and compliance efforts to ensure alignment with legal, operational, and professional requirements.

Training, Policy, and Organizational Support

- Oversee the development, coordination, and evaluation of department-wide training and professional development initiatives.
- Supervise the maintenance and implementation of departmental policies, procedures, operational manuals, regulatory requirements, and organizational best practices.
- Promote a culture of continuous learning, professional development, innovation, accountability, and organizational improvement.

External Relations and Collaboration

- Serve, as assigned, as a liaison to Court Administration, the judiciary, government agencies, grant organizations, professional associations, and criminal justice partners.
- Represent the Department at meetings, conferences, committees, workgroups, and public events.
- Develop and maintain strategic partnerships that enhance organizational effectiveness, expand access to resources, and strengthen the Department's capacity to achieve its mission.

MARGINAL FUNCTIONS

- Address and resolve complaints, grievances, and other administrative matters as appropriate.
- Participates in committees, task forces, and special projects as assigned.
- Performs other related duties as required.

WORK ENVIRONMENT

Work is performed primarily in a professional office environment, with periodic travel to courts, correctional facilities, treatment providers, community locations, meetings, and conferences. Occasional emergency or operational response duties may be required, including evening and/or weekend hours.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of probation, parole, pretrial services, court operations, criminal justice systems, and applicable laws, regulations, standards, and reform initiatives, including Pennsylvania Act 44.
- Knowledge of evidence-based supervision practices, risk and needs assessment principles, performance measurement, quality assurance, and organizational improvement strategies.
- Knowledge of criminal justice information systems, data and reporting platforms, administrative technology, and commonly used business applications.
- Ability to lead complex administrative and support functions, manage personnel and resources, and oversee major initiatives.
- Ability to analyze operational and performance information, identify organizational needs, and develop recommendations and solutions.
- Ability to develop and implement policies, procedures, directives, reports, and executive-level presentations.
- Strong leadership, organizational, analytical, strategic planning, and decision-making skills.

- Excellent written and verbal communication skills and the ability to establish effective working relationships with judges, Court Administration, employees, government officials, and criminal justice partners.

The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.