



County Executive Office  
 1195 Third Street, Room 310 Napa, CA 94559-3082  
 (707) 253-4421 FAX (707) 253-4176  
 APPLICATION FOR APPOINTMENT TO  
 BOARD, COMMISSION, COMMITTEE OR TASK FORCE

RECEIVED

OCT 29 2014

eAFA

COUNTY OF NAPA  
 EXECUTIVE OFFICE

A Tradition of Stewardship  
 A Commitment to Service

**PLEASE TYPE OR PRINT (Complete pages 1 through 3)**

NOTE: Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

PLEASE NOTE THAT APPOINTEES MAY BE REQUIRED BY STATE LAW AND COUNTY CONFLICT OF INTEREST CODE TO FILE FINANCIAL DISCLOSURE STATEMENTS.

For information about Form 700 Conflict of Interest Code click on this link [Conflicts List of Form 700 Filers](#)

\*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Napa County Advisory Board on Alcohol and Drug Programs

\*Category of membership for which you are applying:

(This information can be found on the news release announcing the opening. You may apply for more than one category if more than one position is open.)

Probation Representative

\*Supervisorial District in which you reside:

District 5

\*Full Name:

Amanda Gibbs

\*Date:

10/29/2014

\*Current Occupation: (within the last twelve (12) months)

Chief Deputy Probation Officer, Napa County

\*Current License: (Professional or Occupational, date of issue and/or expiration including status)

\*Education/Experience: (A resume may be attached containing this and any other information that would be helpful to the Board in evaluating your application.)

13 yeas of probation experience in Napa County including supervision of substance abuse caseloads and programs in both the adult and juvenile divisions.

\*Community Participation: (Nature of activity and community location)

\*Other County Board/Commission/Committee on which you serve/have served:

\*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Napa County Advisory Board on Alcohol and Drug Programs

Names, addresses and phone number of three (3) individuals familiar with your background:

\*Name:

Mary Butler

\*Address:

[Redacted Address]

\*City:

Napa

\*State:

CA

\*Zip Code:

94559

\*Telephone:

[Redacted Telephone]

\*Name:

Julie Baptista

\*Address:

[Redacted Address]

\*City:

Napa

\*State:

CA

\*Zip Code:

94559

\*Telephone:

[Redacted Telephone]

\*Name:

Jacqueline Loeks

\*Address:

[Redacted Address]

\*City:

Napa

\*State:

CA

\*Zip Code:

94559

\*Telephone:

[Redacted Telephone]

Name and occupation of spouse within the last 12 months, if married (For Conflict of Interest purposes):

Dean Gibbs, Correctional Officer - CDCR

\*Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute:

I am passionate about improving the lives of members of our community including those challenged with substance abuse issues. I understand the issues involved and the need to collaborate with agencies to create opportunities for successful outcomes.

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Napa County Advisory Board on Alcohol and Drug Programs

APPLICANTS APPOINTED BY THE BOARD OF SUPERVISORS WILL BE REQUIRED TO TAKE AN OATH OF OFFICE.

All applications will be kept on file for one year from the date of application.

PERSONAL INFORMATION

The following information is provided in confidence, but may be used by the Board of Supervisors when making the appointment, or be used by the Committee/Commission/Board/Task Force following appointment for purposes of communicating with the appointee.

\*Full Name:

Amanda Gibbs

\*email Address:

[Redacted]

\*Home Address:

[Redacted]

\*Work Address:

[Redacted]

\*City:

Napa

\*State:

CA

\*Zip Code:

94558

\*City:

Napa

\*State:

CA

\*Zip Code:

94559

\*Telephone:

[Redacted]

\*Telephone:

[Redacted]

# Amanda Gibbs

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**Education** August 2000 California State University, Chico Chico, CA  
**Bachelor of Arts, Public Administration option in Criminal Justice**

**Professional experience** 01/2009 - Present Napa County Probation Department Napa, CA  
**Chief Deputy Probation Officer**

- Responsible for design, training, implementation, maintenance of the Napa County CJNET program including project management. Program design included other county criminal justice agencies including the District Attorney's Office, Napa County Department of Corrections and the Public Defender's Office.
- Responsible for the management and program operations of the adult and juvenile divisions of the Napa County Probation Department.
- Provide direct supervision to 7 supervisors coordinating a host of programs and grant operations in their respective divisions.
- Responsible for program development, policy and procedure, resource management, personnel, and performance measures.
- Responsible for several program implementations including SB 678, AB 109, Pre-trial, Home Detention, California Risk Assessment Pilot Project, design and implementation of data and case management systems, reorganization of adult and juvenile caseloads and procedures to align with evidence based practices and caseload standards.
- Responsible for implementing and monitoring the CWS/CMS system and AB 12 as well as oversight of juvenile placement and the Evening Reporting Center and continued implementation of evidence-based practices.
- Researched, authored and reported on several grants including Youthful Offender Block Grant, Evening Reporting Center, Juvenile Drug Court, Gang Violence Suppression, Cal-EMA and Juvenile Accountability Block Grant.
- Collaborated with community and criminal justice stakeholders on a variety of programs, committees and commissions.
- Provide and model vision, mission and values to staff and implement strategies to increase overall morale of divisions.
- Provide coaching and training to subordinate staff to achieve successful outcomes
- Design data systems to track new program outcomes. Analyze data and create presentations for community stakeholders. Monitor quality assurance and data driven decision making to increase compliance and successful outcomes.

03/07 – 01/09

Napa County Probation Department Napa, CA

**Supervising Probation Officer**

- Supervised the Juvenile Intensive Supervision Unit. Responsible for overall activities and personnel issues of unit including 2 Senior Probation Officers and 5 Deputy Probation Officers.
- Responsible for coordinating and overseeing several grant based caseloads including the Gang Violence Suppression Grant and the Juvenile Justice Crime Prevention Act positions. Responsibilities included overseeing grant requirements, ensuring grant reports were accurate, submitted timely and work was compliant with grant regulations.
- Assisted in hiring and promotional interviews, conducted performance evaluations, and monitored caseload standards.
- Assisted in policy and program development.
- Acted as a liaison to community organizations and criminal justice stakeholders.
- Assisted in implementation of evidence-based practices.

02/05 – 03/07

Napa County Probation Department Napa, CA

**Deputy Probation Officer III**

- Managed the Juvenile Drug Court caseload. Collaborated with criminal justice stakeholders including the Napa County Superior Court, District Attorney's Office, Public Defender's Office, Napa County Office of Education and the Wolfe Center. Attended treatment meetings, Court hearings and provided case management services.
- Managed the juvenile sex offender caseload. Researched and implemented the containment model, trained and provided information to criminal justice stakeholders.
- Assisted the supervisor in managing unit business and functions and performed acting supervisor functions when supervisor not available.

12/01 – 06/05

Napa Valley College

Napa, CA

**Independent Living Program Trainer**

- Curriculum development.
- Assisted with program design.
- Instructor for high-risk foster youth who are emancipating from the foster care system.
- Taught Independent living skills.
- Assisted with behavior management to group of eighty foster youth.

08/01 – 02/05

Napa County Probation Department Napa, CA

**Deputy Probation Officer I/II**

- Supervised a school-based caseload at Napa High, Valley Oak, New beginnings, Adult school, Vintage High, Redwood Middle, Silverado

Middle, American Canyon Middle, St. Helena High, Madrone, and Independent Study including foster care placements.

- Authored Detention reports, Dispositional reports, violation of probation reports, status reviews, annual reviews, stayed time reports, 241.1 reports and presented to the Court.
- Assisted school resource officer with truancy issues and school safety plans.
- Supervised the Chamberlain High School caseload including event planning, implementing a behavior modification program, responsible for the school budget, fundraising, and programming.
- Attended external and internal agency meetings.
- Implemented AB 1695 foster care placements.
- Developed and implemented procedures for AB 1695 placements and drafted forms required by the state.
- Trained the juvenile division on AB 1695 placement protocol.

02/01 – 08/01                      Napa County Probation Department      Napa, CA

**Probation Assistant**

- Supervised a caseload consisting of DEJ, 725(a), 654.2, and 654.
- Authored Court reports.
- Presented reports to the Court.
- Conducted in-custody Intake Investigations on behalf of the intake officer while on extended leave.
- Completed out-of custody intake investigations and referred to appropriate service provider.
- Conducted a personnel study and maintained statistics.
- Recommended responses for violations of probation, violation of home detention, and DEJ termination.
- Outside agency correspondence – Mental health, Health and Human Services, schools, law enforcement, military.
- Facilitated Interstate Compact and 750 transfers.
- Attended service provider meetings such as Youth Services Bureau, California Forensic Medical Group, Healthy Start, Matrix, Cal-Works, Classification Committee, and Juvenile Services Committee.

09/00 – 02/01                      Onsite Companies                                      Sacramento, CA

**Technical Recruiter**

- Responsible for identification, placement, and management of contract employees.
- Developed communication channels with external and internal clients.
- Promoted creative recruiting resources to attract qualified professionals.
- Networked at career fairs, professional association meetings, and technical schools.
- Conducted skills testing, office interviews, reference checks, and background investigations.
- Negotiated contract terms.
- Supervised contract employees and implemented termination procedures

when necessary.

- Implemented environmental safety procedures and training.

05/00 – 09/00 Napa County Probation Department Napa, CA

**Intern and Volunteer**

- Collected, compiled, and drafted original petitions to the Court.
- Conducted interviews with families and probationers.
- Participated with In-custody intake investigations and interviews.
- Prepared informal probation assessment reports and recommendations to the Court.
- Submitted dismissal reports to the Court.
- Researched and recalled active warrants.
- Supervised a 654.2 WIC caseload.
- Collected, compiled, drafted and evaluated a departmental review of juvenile placement and ethnicity.

02/98 – 04/98 Volunteer Center of Napa County – Napa, CA

**Victim/Witness Program Advocate.**

- Assisted with Court accompaniments.
- Examined restitution issues and filed claims.
- Gathered victim information from Law Enforcement agencies.

**Certificates and Training**

2013 Bay Region Employee of the Year, Chief Probation Officers of California

Napa County Probation Department received the 2014 American Probation and Parole Association's President's Award.

Manager's CORE, Budget Preparation, AB 109, AB 12, Probation Officer Core, PC 832 Arrest, Search & Seizure & firearms, Napa County Management Academy, CPR, First Aid, Alco-sensor breathalyzer trained, Family Strength based training, Evidence collection, Field Officer Safety, Rave parties and designer drugs, managing assaultive behavior, violence prevention, communicable disease, cultural diversity, CLETS, Napa County Impact Program volunteer, Northern California Gang Investigators Association training, Victim Awareness, Reasonably Well-Trained Officer, Community Response to truancy, Engaging students in school, OC certification, Adoptions and Safe Families Act/AB1695, sexual harassment, POBAR, American Probation and Parole Association – Supervising sex offenders, Juvenile Law Update, Verbal Judo, Suicide Prevention, Caseload Management, Juvenile Sex Offender treatment, Cognitive Behavioral Approach to reducing recidivism, H & S 11550 training, Juvenile Drug Court technical assistance, Juvenile Drug Court conference, Title IV-E placement training, Evidence Based Practices, How to Supervise People and Criticism & Discipline skills for managers.