



COUNTY OF SANTA BARBARA
INVITES APPLICATIONS FOR THE POSITION OF:

Juvenile Institutions Officer, Senior

Job Bulletin# 18-3842-02
An Equal Opportunity Employer

SALARY: \$64,254.08 - \$82,027.99 annually;
plus shift, standby, uniform allowance and bilingual and/or overtime allowance when applicable

OPENING DATE: 09/25/2018

CLOSING DATE: 10/16/2018

NOTE: The Probation Department is accepting applications to fill full time vacancies in "All Locations". We are accepting applications to establish **one** list that will be used to fill vacancies at all locations (separate lists for different locations will **not** be established). Therefore, applicants must check "All Locations" on the application AND be willing to accept an initial assignment at any location. **It is required that you select "All Locations" on the application to be considered.**

Some positions that may be filled by this recruitment have been vacated as a result of a leave of absence (CS Rule 1414) and the duration of those appointments shall be subject to the return of the individuals who are on leave. A person who is appointed to a position under CS Rule 1414 may be able to transition into a regular position in the classification without re-application or re-testing, depending on the performance of the appointee and the needs of the department.

Note: medical marijuana possession/use, if legally prescribed, is not illegal under the laws of the State of California; however, marijuana use and/or possession, even if legally prescribed in California, is still unlawful under Federal law. Therefore, the Santa Barbara County Probation Department does not distinguish between medical marijuana possession/use and illegal marijuana possession/use, both are viewed as unlawful

The Position: Under direction, assumes lead responsibility over other officers engaged in the supervision, control, guidance, motivation, and routine counseling of a group of youths in detention and/or treatment facilities; and performs related duties as required.

The ideal candidate will possess:

- First aid/CPR certified
- Excellent command presence
- Strong written and oral communication
- Reputation for being honest and trustworthy
- Good moral character

EXAMPLES OF DUTIES:

1. Serves as lead worker on shift by assigning and reviewing work of staff; instructs new JIOs and Extra help staff in the daily routine including security, safety, operations, and procedures; provides input to supervisor on evaluations of officers in unit; and ensures delivery of medications to juveniles during shift.
2. Receives juveniles into the facility; makes detention or release decisions by evaluating detention intake criteria; contacts and informs parents/guardians of case status; assigns security status to juveniles; classifies juveniles by evaluating case factors; review bookings and case histories of juveniles and provides relevant information about juveniles to other agencies, such as Social Services, Behavioral Wellness, or other law enforcement agencies; and evaluates and determines eligibility status of juveniles for home passes/furloughs.
3. Advises, corrects, directs, motivates, and counsels juveniles as needed verbally and/or in writing, individually or in groups; enforces disciplinary policies of the institution by changing security status of juveniles, isolating juveniles from the group, removing privileges, and/or documenting rule violations; responds to grievances of juveniles; conducts individual, group, and/or crisis counseling; and contacts mental health workers at facility to report the emotional stability and security status of juveniles.
4. Prepares or reviews reports of staff activities, Worker Special Reports, progress reports for courts, juvenile admissions and releases, and chronological behavioral reports on juveniles; and keeps records of and documents shift activities in End of Shift Summaries.
5. Ensures security and safety of facility and juveniles by orienting new detainees and aiding them in adjusting to custody status; controls juveniles in detention or treatment facility by informing them of rules, motivating them to

succeed, correcting behavior, and physically restraining if necessary; screens visitors to determine safety and security risk to facility prior to admittance; and monitors visits between parents and detainees.

6. May coordinate a program such as early release, home supervision, home passes/furloughs, detention alternatives, educational presentations, or volunteers.
7. Responds to emergency situations by taking appropriate actions such as securing facility, notifying authorities and documenting the incident; may administer first aid and CPR.
8. Meets with supervisor to seek direction when appropriate, and keeps supervisor apprised of institutional issues including movements of juveniles, and interacting or coordinating activities with other departments; oversees facility in absence of supervisor.
9. Performs various administrative tasks for facility operation and maintenance, such as maintaining inventories and ordering supplies; assists in the development of procedure manuals for facility; contacts vendors to repair equipment; conducts tours of the facility; assists in preparing facility for annual inspections.
10. Performs other staff work, such as preparing meals, meal distribution, and cleaning detail.
11. May perform various recordkeeping tasks on a computer; checks booking sheet and may enter information in automated booking system; and generate reports as needed or requested in automated system.
12. This classification includes assignments such as Community Transition Officer, Home Detention Officer and Institutions Training Officer.

EMPLOYMENT STANDARDS:

Completion of 90 quarter units or 60 semester units of college coursework, with a major in behavioral sciences, social sciences, criminology, or a related field; **AND:**

1. two years of experience supervising juveniles in a detention and/or residential treatment facility; **or**,
2. two years of experience performing duties equivalent to the class of Juvenile Institutions Officer with Santa Barbara County; **or**,
3. a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

Additional Requirements:

- Must meet minimum peace officer standards as specified in Government Code Sections 1029 and 1031 including, but not limited to: not currently on probation for a misdemeanor; no prior felony convictions (unless fully pardoned), good moral character as determined through a background check, and free from any physical, mental, or emotional condition which might adversely affect the powers of a peace officer.
- Possession of a valid California class C driver's license. Driver's license must be kept valid throughout the term of employment. Incumbents must be able to travel independently.
- Some positions in this class may require incumbents to obtain and maintain a California class B driver's license for the purposes of transporting juveniles in a commercial vehicle. Once an incumbent has obtained the class B driver's license, he/she will be subject to mandatory testing for drugs prior to being assigned work requiring such a license; once assigned, incumbents will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis.
- Must be an U.S. citizen or permanent resident alien who is eligible for and has applied for citizenship.

Knowledge of: standard English grammar, spelling, punctuation, and usage; college-level report writing; standard computer applications used in an office; psychological principles and techniques applicable to the care and rehabilitation of juvenile offenders; safety and security measures in a treatment or detention facility; basic math including addition, subtraction, multiplication, and division of whole numbers and percentages.

Ability to: supervise detainees in an institutional environment and gain their confidence and respect while maintaining safety and security of the facility; identify, evaluate, and resolve tense group situations as they develop and accept responsibility for decisions; direct, correct, advise, motivate, and counsel individuals and groups; communicate effectively one-on-one with detainees, parents, colleagues, and others; make effective discretionary decisions; work well under pressure and emergency situations; organize own work and that of others and set priorities to meet deadlines; read, understand, and apply laws, regulations, and procedures related to juvenile detention and treatment; implement County and departmental policies, procedures, goals, and objectives; recall and document behavior of clients; identify behavior patterns and behavior changes of clients for signs of potential problems; establish and maintain effective relationships with others such as parents of juveniles, law enforcement, social services, and other agencies' staff; read and comprehend material at college level; prepare memos and reports using correct grammar, punctuation, and spelling; keep basic records; plan, organize, and coordinate special programs such as recreational and work programs, volunteer programs for facility, and counseling services; maintain confidentiality of juvenile records; use a computer to enter and access juvenile bookings and records and

to document and transmit facility information and reports.

Desirable Qualifications:

Knowledge of: adolescent psychology, juvenile justice, juvenile delinquency, counseling, basic knowledge of the criminal justice system; Corrections Standards Authority (CSA) Minimum Standards for Juvenile Facilities, Probation Department policies and procedures, and County Policies; Probation Department policies and procedures related to juvenile detention; training techniques and methods to conduct sessions on policies, procedures, and methods of handling juveniles in a locked facility.

- **Ability to:** assign and review work of employees on shift.
- **Education:** A bachelor's degree from an accredited four-year college or university with related course work focus is desirable.
- **Certificates:** Possession of First Aid and CPR certificates. Possession of 832 PC and CSA Core Certificates

Additional Information: Incumbents must work in a structured, regimented work environment that includes working shifts, weekends, and holidays. Incumbents must enforce rules while maintaining flexibility, and adhere to professional ethics in working with juveniles; wear required uniform; stand for extended periods of time (up to eight hours per shift); work outdoors in a varying climates; may perform First Aid and Cardiopulmonary Resuscitation.

SELECTION PROCESS:

1. **Review applications and supplemental questionnaire** to determine those applicants who meet the employment standards.
2. **Review of Personal History Questionnaire (PHQ).** Candidates will be notified by email with instructions for obtaining and completing the PHQ. Completion of PHQ will be within 5 business days of notice being sent. If your PHQ is accepted, you will advance to the next step of the selection process.
3. **Writing Exercise and Oral Examination:** The writing exercise and oral examination will be administered in Santa Barbara, CA and candidates will be notified of the exam date at a later time. Based on number of candidates that are invited to the exam, the testing format and/or testing dates could be subject to change. This process may be eliminated if there are fewer than seventeen (17) qualified candidates.

Applicants must receive a percentage score of at least 70 on the writing exercise and oral examination to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of six months. At the time the employment list is established, all candidates receive written notice of their score on the exam(s), rank on the employment list and exact duration of the employment list.

All candidates for the job of Deputy Probation Officer must successfully complete the following:

1. **BACKGROUND INVESTIGATION** includes an interview and a thorough check of police records, personal, military, and employment histories, and inquiry of persons who know you and evaluate whether you: respect the law and rights of others; are dependable and responsible; have demonstrated mature judgment in areas such as the use of drugs and intoxicants; are honest; and are a safe driver.
2. **POLYGRAPH EXAMINATION** will measure the accuracy of information given during the background investigation process and is part of the background investigation.

After a conditional offer of employment has been accepted, appointee must successfully complete the following:

- **PSYCHOLOGICAL EXAMINATION** is given by a psychologist. You will be evaluated on the psychological factors related to successful performance to determine if you are presently suited for the difficult and stressful job of DPO
- **MEDICAL EXAMINATION:** Appointee is subject to a medical examination.
- Submit written documentation of his/her **LEGAL RIGHT TO WORK** in the United States.

Applicants are encouraged to provide their e-mail address on their application to enable the Human Resources Department to communicate more quickly with them via e-mail regarding the status of their application and the recruitment process. The County of Santa Barbara will not release any applicant's e-mail address to a third party.

The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We do require verification of needed accommodation from a

professional source, such as a doctor or a learning institution.

For Limited Term appointments this does not apply: The appointee must satisfactorily complete a probationary period.

For a summary of benefits, visit: <http://cosb.countyofsb.org/hr/CompSumm.aspx?id=11034>

The County of Santa Barbara respects and values a diverse workforce and strongly promotes strategies and activities to recruit, develop and retain qualified persons of varied backgrounds, lifestyles, experiences and races.

APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: October 16, 2018; 5:00 p.m. Postmarks not accepted. Applications and job bulletins may be obtained 24 hours a day at www.sbcountyjobs.com. In **Santa Barbara**, applications and job bulletins may be obtained at the Human Resources Department, 1226 Anacapa Street from 8:00 a.m. to 5:00 p.m. In **Lompoc**, applications and job bulletins are available for pick-up only at the Fourth District Supervisor's Office, 401 E. Cypress Ave. In **Santa Maria**, applications and job bulletins may be obtained on-line only at the Workforce Resource Center Located at 1410 S. Broadway, from 8:00 a.m. to 5:00 p.m.

Bill Roberts, Probation HR Recruiter

Juvenile Institutions Officer, Senior Supplemental Questionnaire

- * 1. I acknowledge that it is my responsibility as an applicant to provide sufficient information on my application to demonstrate that my education and experience meets the employment standards (minimum qualifications) for this position as detailed in the job bulletin. I further acknowledge that if the County determines that I do not meet the employment standards there will be no opportunity for me to provide additional information regarding my application after the closing date listed on the job bulletin. Therefore, I understand that before submitting a job application, it is important that I review the job bulletin thoroughly and ensure that my application clearly reflects how my education and experience meets the employment standards at the time I submit my application.
 I understand.
- * 2. As part of the application process, a completed supplemental questionnaire must be submitted along with the standard application form. Resumes will be accepted, but NOT in lieu of a completed application and supplemental questionnaire.
 I understand
- * 3. The Human Resources Department communicates with All Applicants through e-mail. Please make sure your email address is entered correctly and it is current. If you feel you are not receiving your emails, please check your spam or junk inbox for our emails.
 I understand
- * 4. This position requires that you are willing to work All Locations. In order for your application to be considered, make sure you check "All Locations" on your application. You will be assigned a work location and you may also get transferred to another work location.
 I understand and I am willing to work at All Locations. I've checked All Locations on my application

I do not agree to the terms above. I understand that I will no longer be part of the process for this position.

- * 5. All applicants must meet one of the requirements (minimum qualifications) listed below at the time you apply. It is the applicant's responsibility to provide all supporting information on their application and not on your resume. If you realize you do not meet one of the qualifications listed below or do not provide enough information on how you meet the employment standard you selected; please be aware, your application will not be accepted. 1. Completion of 90 quarter units or 60 semester units or higher level of college coursework, including 14 quarter or 9 semester units in sociology, psychology, criminology, or a related field, that would provide the required knowledge and abilities; **AND** two years of experience supervising juveniles in a detention and/or residential treatment facility; **or**, 2. two years of experience performing duties equivalent to the class of Juvenile Institutions Officer with the Santa Barbara County Probation Department; **or**, 3. a combination of training, education and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities. Please check which employment standard you meet.
- 1) Completion of 90 quarter units or 60 semester units or higher level of college coursework, including 14 quarter or 9 semester units in sociology, psychology, criminology, or a related field, that would provide the required knowledge and abilities; and, two years of experience supervising juveniles in a detention and/or residential treatment facility; or
- 2) two years of experience performing duties equivalent to the class of Juvenile Institutions Officer with the Santa Barbara County Probation Department; or,
- 3) four years of a combination of training, education and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.
- * 6. Please select your level of education you have obtained
- Master's Degree
- Bachelor's Degree
- AA or AS Degree
- HS Diploma or equivalent
- None
7. PLEASE ANSWER IF YOU selected **Employment Standard 1 A)** Provide the name of the degree B) Date of completion C) How many Semester/Quarter Units earned. If your area of study is not in sociology, psychology, criminology, you must provide the following information: YOU MUST HAVE 14 quarter or 9 semester units in sociology, psychology, criminology, or directly related **and** two years of experience supervising juveniles in a detention and/or residential treatment facility. Below please provide the following information for each course taken. A) Name of coursework taken. B) List the number of credits earned and if semester or quarter units. C) List your experience working with juveniles in a detention and/or residential treatment facility.
8. PLEASE ANSWER IF YOU selected **Employment Standard 2** two years of experience performing duties equivalent to the class of Juvenile Institutions Officer with the Santa Barbara County Probation Department A) Provide any work experience that is equivalent to the knowledge & abilities. B) Provide any training that is equivalent to the knowledge & abilities.

9. PLEASE ANSWER IF YOU selected **Employment Standard 3** a combination of training, education and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities. Please provide the following information: A) Provide any work experience that is equivalent to the knowledge & abilities. B) Provide any training that is equivalent to the knowledge & abilities.
- * 10. It is important to read all the following questions and determine if you meet the criteria and are willing to work in these conditions. If you answered NO to any of the questions; this job may not be for you.
- I understand
- * 11. Are you willing to work at a remote location in the Los Padres National Forest in Santa Barbara County?
- No
 Yes
- * 12. Are you a U.S. Citizen, or permanent resident alien who is eligible for and has applied for U.S. citizenship?
- No
 Yes
- * 13. Depending on assignment or work load, are you willing to work on standby duty, where you may be called to work outside normal business hours?
- No
 Yes
- * 14. Are you willing/able to supervise detainees while they are showering?
- No
 Yes
- * 15. Are you willing to physically restrain a youth?
- No
 Yes
- * 16. Are you willing to work 12-hour shifts, such as 7:00 PM to 7:00 AM?
- No
 Yes
- * 17. Are you willing to work weekends and holidays (including Thanksgiving and Christmas)?
- No
 Yes
- * 18. Are you willing to work with staff/youth from a variety of economic and cultural backgrounds?
- No
 Yes
- * 19. Are you able to maintain confidentiality of information, such as arrest and conviction records, medical history, and mental health status?
- No
 Yes
- * 20. Are you able to withstand verbal assaults without losing self-control?
- No
 Yes

- * 21. Are you willing to perform CPR/First Aid on a person who has been assaulted or otherwise injured?
 - No
 - Yes

- * 22. Are you willing to refrain from associating with non-law abiding people in accordance with the Santa Barbara County Probation Department's policies and procedures?
 - No
 - Yes

- * 23. Are you willing and able to be honest in every part of the examination/hiring process?
 - No
 - Yes

- * 24. I understand that as part of the selection process for Juvenile Institutions Officer, Senior; I may undergo a thorough background investigation, including a polygraph examination. Once I have been given a conditional job offer and accept it, I will undergo a psychological and physical examination. Any falsification of information, with holding of information or failure to meet the standards listed above during this process will result in my disqualification. I acknowledge that I have read and understand the information listed above.
 - No
 - Yes

- * Required Question

