



**COUNTY OF SANTA BARBARA
INVITES APPLICATIONS FOR THE POSITION OF:**

Deputy Probation Officer

20-6061-01

An Equal Opportunity Employer

SALARY

\$72,533.68 - \$92,780.83 Annually

OPENING DATE: 03/05/20

CLOSING DATE: Continuous

THE POSITION

SALARY: \$72,533.68 - \$92,780.83 annually, bilingual and uniform allowance when applicable

For next consideration, please submit an application no later than 5:00 p.m. on March 23, 2020.

NOTE: The Probation Department is accepting applications to fill full time vacancies for the Deputy Probation Officer position 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 because 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.

THE POSITION: Under general supervision, provides professional casework services to adult and juvenile offenders and their families; supervises, motivates, and rehabilitates felons released from state prison, and adult and juvenile offenders; conducts pre-sentencing investigations; carries out special assignments; can be assigned to an armed or unarmed unit; and performs arrests, searches and other peace officer duties; may work with other law enforcement agencies to promote public safety; and performs related duties as required.

The ideal candidate will possess

- Strong written, verbal and oral communication
- Reputation for honesty and trustworthiness

- Excellent command presence
- Good moral character
- Moral fortitude
- Credibility
- Integrity

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 County of Santa Barbara Probation Department does not distinguish between medical marijuana possession/use and illegal marijuana possession/use, both are viewed as unlawful.

EXAMPLES OF DUTIES

- Conducts investigations which include interviewing adult or juvenile offenders, their families and interested individuals, and reviewing documents such as police reports, court transcripts and criminal records; makes assessments regarding the nature of the individual's environmental, employment, financial or domestic difficulties as they apply to the case; makes recommendations for sentencing and dispositions of probationers; prepares complex written reports and probation case plans; and makes written and oral recommendations to the Court.
- Assures that terms and conditions of probation are complied with; coordinates case management with representatives of criminal justice and social service agencies in cases of mutual interest by providing and receiving information on case investigation and status; advises and makes referrals of adults, juveniles, or their families to available community resources to aid in solving their psychosocial problems; motivates, monitors and evaluates probationer's progress; makes written and oral recommendations to the courts for continuance or dismissal of probation status, or to return probationer to the judicial system.
- Makes arrests and conducts vehicle, building, and body searches as necessary and authorized; observes, collects, and examines urine samples; administers chemical, skin, and eye/pupil checks for illegal substances or alcohol abuse; transports adult and juvenile offenders when necessary.
- Cooperate with local law enforcement agencies, courts, public sector and community-based organizations in areas of mutual interest to ensure public safety, complete warrant searches, and willing to be assigned to an armed unit.
- Carries an assigned caseload involving adult and/or juvenile offenders; conducts field contacts and home visits; prepares petitions, violations, correspondence, case histories, regular and special reports, and maintains case files; monitors payment records to ensure-court ordered collection of fines, fees, and restitution is carried out; conducts civil investigations and may conduct juvenile traffic hearings.
- May train colleagues in a specialized area of expertise; may train and guide Extra Help employees and volunteers.

EMPLOYMENT STANDARDS

- Possession of a bachelor's degree that includes 27 quarter units or 18 semester units of coursework in sociology, psychology, criminology, or a related field that would provide the required knowledge and abilities; or,

- Completion of 90 quarter units or 60 semester units 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 performing duties equivalent to Juvenile Institutions Officer, at least one year of which is at the Senior level, or Probation Assistant with Santa Barbara County; or,
- A combination of training, education, (including 14 quarter or 9 semester units in sociology, psychology, criminology, or a related field) and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

Note: Applicants who are currently in their final quarter or semester of study leading to the required education are encouraged to apply. Such applicants may compete in the examination process but may not be considered for appointment until they have attained the required education units.

Additional Requirements: Meet minimum peace officer standards as specified in California Government Code Sections 1029 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony convictions; good moral character as determined by thorough background investigation (this includes a polygraph examination); submission of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer.

- Must be at least 21 years of age.
- Must be a U.S. citizen or permanent resident alien who is eligible for, and has applied for citizenship.
- Possession of a valid California Class C Driver's License at the time of appointment. Driver's license must be kept valid throughout the term of employment.
- Incumbents must be able to travel independently.
- Assignments to this classification may require working some nights, holidays, and weekends.
- Unless previously completed, candidates must complete and successfully pass a Corrections Standards Authority approved "Core" Training course within the first year of employment, which is a five week course that may be held outside the county, including but not limited to 832 PC (laws of arrest) training. Additional physical training, such as unarmed defensive tactics and firearms training may be required for assignment to some units.

Additional Information: Bilingual Spanish skills are desirable. The ability to read, write, and converse fluently in English and Spanish is desirable for some positions. Hiring departments will test you on your fluency. If you do not demonstrate sufficient fluency, your name may be withheld from future certification or removed from the bilingual employment list, in accordance with Civil Service Rule 7.

Knowledge of: standard English grammar, spelling, punctuation, and usage; college-level report writing; standard computer applications used in an office; socioeconomic, psychosocial, and cultural influences on individual behavior; basic math including addition, subtraction, multiplication, and division of whole numbers and percentages.

Ability to: read and comprehend material at college level; establish and maintain effective, constructive, motivational relationships with probationers from a variety of cultural and socioeconomic backgrounds; observe and record events and information; interpret behavior patterns; make appropriate referrals; work cooperatively with others; read, understand, and apply relevant laws; analyze information in order to make sound, objective decisions; work well under pressure; communicate effectively both orally and in writing; interview and elicit information from others; organize work and files; perform basic mathematical calculations; learn casework objectives and investigation techniques; learn probation laws regarding investigations; learn to read and understand financial and accounting statements; learn, apply, and teach departmental procedures; learn how social, environmental, and psychological influences affect human behavior; learn and apply principles of cognitive, social, physiological and psychological development; learn the functions, structures, processes and interactions of the basic components of the criminal justice system; learn and apply constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights; use a computer keyboard.

Additional Qualification within one year probationary period:

- Complete core training required by Standards in Training for Corrections (STC) which includes, but is not limited to law enforcement procedures.
- Possession of First Aid and CPR certificates
- Possession of 832 PC and BSCC Core Certificates
- Incumbents must work in a structured, regimented work environment that includes working some weekends and evenings. Incumbents must enforce rules while maintaining flexibility, and adhere to professional ethics in working with clients; wear required uniform; work outdoors in a varying climate; required to perform First Aid and Cardiopulmonary Resuscitation.

SUPPLEMENTAL INFORMATION

SELECTION PROCESS:

- **Application and Supplemental Question Review** - Review all applications and supplemental questionnaire to determine if you meet the minimum qualifications. **For first consideration applications must be submitted no later than March 23, 2020, by 5:00 p.m.**
- **Personal History Questionnaire Review (PHQ)** – First consideration candidates will be notified by email on **March 24, 2020**, with instructions for obtaining and completing the PHQ. Completed PHQ must be submitted on or before **March 31, 2020, by 5:00 p.m.**
- **Computerized Written Examination** - Candidates will be notified via email by **April 1, 2020**, with instructions for taking a computerized examination. **Testing dates will be on April 13, 14, 15, and 16, 2020.** Based on number of candidates that are invited to the exam, the testing format and/or testing dates could be subject to change.

Applicants must receive a percentage score of at least 70 on the computerized written 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 three 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.

A "**Candidate Orientation Booklet**" is available for the multiple choice portion of the exam. The booklet provides an overview of the exam format and some sample questions. The booklet is not intended to be a study guide but is aimed at reducing test anxiety and giving candidates some information about what to expect on the test.

Please Note: The Santa Barbara County Human Resources Department does not have copies of this booklet.

Use the following link to access the booklet:

<http://bscc.ca.gov/wp-content/uploads/Candidate-Orientation-Booklet-PO-2017.pdf>

NOTE: Veteran's preference credit is applicable for this recruitment (5 points for veterans, 10 points for disabled veterans). To be eligible for this credit, you must be applying for this position within five years from your most recent date of: (1) honorable discharge from active military service; or, (2) discharge from a military or veterans' hospital where treatment and confinement were for a disability incurred during active military service; or, (3) completion of education or training funded by the Federal Educational Assistance Act. No time limit exists for veterans with 30% or more disability. To receive veteran's preference points, you must: (1) check the Veteran's Preference Points box on the employment application form, (2) submit a copy of your Form DD214 to the Human Resources Department on or before the test date, and (3) pass all phases of the examination process. The preference points will be added to your final test score.

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

- **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.
- **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 Deputy Probation Officer.
- **MEDICAL EXAMINATION:** Appointee is subject to a medical examination.
- Submit written documentation of his/her **LEGAL RIGHT TO WORK** in the United States.

Firearms: Carrying a firearm is not required, and most DPOs do not carry firearms. However, in some assignments, officers may exercise their right to request to carry a department-issued firearm, subject to successful completion of department-required training and approval by the Chief Probation Officer. Assignment to certain units requires training of all officers in the use of firearms, whether or not individual officers choose to carry one. As a DPO promotes through the career series to the senior or supervisory level, he or she may be required (depending on assignment) to undergo firearms training and quarterly qualification at the firing range, even if the individual chooses not to carry a firearm.

The appointee must also satisfactorily complete a one-year probationary period.

Recruiters will correspond with applicants via the e-mail address listed on their application during each step in the recruitment process. Applicants are reminded to **check spam filters continuously during the Recruitment Process listed above** to ensure they do not miss required deadlines.

Equal Opportunity Employer

The County of Santa Barbara is an Equal Opportunity Employer (EOE) who believes a diverse workforce is vital to upholding its mission. Recruiting efforts are designed to find, hire and retain top talent of various background and, experiences. We believe a diverse workgroup promotes productivity and cultural acceptance where differences are embraced and encouraged.

REASONABLE ACCOMMODATIONS: 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 require verification of needed accommodation from a professional source, such as a Medical Provider or a learning institution.

BENEFITS The County of Santa Barbara offers generous benefits, please visit our website at: <http://www.countyofsb.org/hr/employee-relations/compensation-summary/probation-peace-officers-association.sbc>

APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: Open until filled, for first consideration apply by March 23, 2020; by 5:00 p.m. Postmarks not accepted. Applications and job bulletins can 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**, 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 can 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.

Applicants may use county computers at the Workforce Resource Centers to complete online applications and assessments at the following locations:

Workforce Resource Center in Santa Barbara

130 East Ortega Blvd Santa Barbara, CA (805) 568-1296 Hours: 8:00 am - 5:00 pm Monday through Friday

Workforce Resource Center in Santa Maria

410 South Broadway Santa Maria, CA (805) 614-1550 Hours: 8:00 am - 5:00 pm Monday through Friday

Ashley Cabral, Probation Recruiter (805)882-3663

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://www.governmentjobs.com/careers/sbcounty>

OR

1226 Anacapa Street
Santa Barbara, CA 93101

EXAM #20-6061-01
DEPUTY PROBATION OFFICER
AC

Deputy Probation Officer 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. 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 at All Locations and you are agreeing to these terms, regardless of your selection on your application. All candidates hired, can be placed at any location and transferred to another location during your employment with Santa Barbara County.

I understand and I am willing to work at All Locations. I have selected the "All Locations" option on my application

I am not willing to work at All Locations

- * 5. It should be noted that all applicants are **REQUIRED** to have a minimum level of education. Please select the highest level of education you have obtained. If you do not have a degree in sociology, psychology, criminology, or a related field you are **REQUIRED** to attach your unofficial college transcripts. You may also email a copy of your unofficial transcripts to Ashley Cabral at acabral@co.santa-barbara.ca.us

Master's Degree

Bachelor's Degree

AA or AS Degree

HS Diploma or equivalent

None

- * 6. Are you currently in your final quarter or semester (last 3 or 4 months) of study leading to the required degree? If yes, please keep in mind, you are encouraged to apply. Please answer the questions that would best fit how you qualify. Applicants may compete in the examination process but may not be considered for appointment until they have attained the required degree and email a copy of degree to the Probation Department.

Yes No

- * 7. To be considered for this position your application **MUST** meet one of the EMPLOYMENT STANDARDS listed below: Please select which EMPLOYMENT STANDARD you meet to qualify for this position.

1) Possession of a bachelor's degree that included 27 quarter units or 18 semester units of coursework in sociology, psychology, criminology, or a related field that would provide the required knowledge and abilities; OR,

2) Completion of 90 quarter units or 60 semester units of college coursework including 14 quarter units 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 performing duties equivalent to Juvenile Institutions Officer, at least one year of which is at the Senior Juvenile Institutions Officer level, or Probation Assistance with Santa Barbara County; OR,

3) A combination of training, education (a minimum of 14 quarter units or 9 semester units in sociology, psychology, criminology, or related field is required), and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

4) None of the above - I do not qualify for this position

8. Please answer the following question if you selected employment standard 2 or 3 from the previous question. Describe your work experience in detail for the following areas, and list your relevant college coursework: a) performing duties as a Juvenile Institutions Officer, b) performing duties equivalent to that of a Juvenile Institutions Officer, c) performing the

duties of a Juvenile Institutions Officer, Senior, d) performing the duties of a Probation Assistant, e) list the courses you have taken in criminal justice, psychology, sociology or a related field.

- * 9. Some positions may require you to Speak, Read, and Write in English and Spanish. Please check your fluency.

- English only
 Fluent speaking in English and Spanish
 Fluent Speaking, reading, writing in English and Spanish

- * 10. The following questions are characteristics that are **REQUIRED** of a Deputy Probation Officer. Please note that if you select "no" for any of the questions below you **WILL** be disqualified from this recruitment.

- I understand

- * 11. This recruitment requires that you are willing to work in any location within the county. Are you willing to work in any location within the county?

- Yes No

- * 12. 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?

- Yes No

- * 13. Are you a U.S. Citizen, or permanent resident alien who is eligible for and has applied for U.S. Citizenship?

- Yes No

- * 14. Are you able to maintain confidentiality of information, such as arrest and conviction records, medical history, and mental health status?

- Yes No

- * 15. Depending on assignment, are you willing to work on standby duty, where you may be called to work outside normal business hours and are you willing to respond to law enforcement telephone calls regarding clients at any time day or night?

- Yes No

- * 16. Are you willing to perform CPR/First Aid on a person who has been assaulted or otherwise injured?

Yes No

* 17. Are you able to withstand verbal assaults without losing self-control while transporting clients, meeting with a client or working in a public event setting?

Yes No

* 18. Are you willing to physically restrain a suspect who may be a convicted violent offender or youth?

Yes No

* 19. Are you willing to recommend to a judge what sentence a convicted offender should serve (e.g., jail time, probation, community service, restitution, etc.)?

Yes No

* 20. Are you willing to administer a urine drug test to a person on probation?

Yes No

* 21. Are you willing to conduct legal searches of homes of probationers for contraband or to locate wanted suspects, while accompanied by appropriate law enforcement or probation staff?

Yes No

* 22. Are you willing to wear a uniform in accordance with departmental policy?

Yes No

* 23. I understand that as part of the selection process for Deputy Probation Officer, I will undergo a thorough background investigation, including a polygraph examination. Once I have been offered a job and accept it, I will undergo a psychological and physical examination. Any falsification of information or failure to meet the standards listed above will result in my disqualification. I acknowledge that I have read and understand the information listed above.

I understand

* Required Question