



COUNTY OF SANTA BARBARA
INVITES APPLICATIONS FOR THE POSITION OF:

Juvenile Institutions Officer

20-3841-01
An Equal Opportunity Employer

SALARY

See Position Description

OPENING DATE: 02/20/20

CLOSING DATE: Continuous

THE POSITION

SALARY: \$63,680.12 - \$81,205.66 Annually, uniform allowance when applicable

For next consideration, please submit an application no later than 5:00 p.m. on March 6, 2020.

NOTE: The Probation Department is accepting applications to fill full time vacancies for the Juvenile Institutions 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 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.

THE POSITION: Under direction, supervises, controls, guides, routinely counsels and motivates a group of youths in detention and/or treatment facilities; performs related duties as required.

The ideal candidate will possess

- Excellent command presence
- Strong written and oral communication
- Good moral character
- 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

1. Orients, observes, supervises controls, motivates, counsels, and maintains headcount of youths in a detention and/or treatment facility; enforces disciplinary rules and policies of the institution/facility; delivers medication as prescribed; participates in individual, group, or crisis counseling and facilitates the application of certain programs and compliance with case plans.
2. Plans, organizes, and coordinates work project details, recreation, and leisure activities for youth detainees; ensures youths complete activities within allotted timeframes.
3. Observes and writes reports on the attitude, behavior, and adjustment of youth detainees; recommends intervals at which suicidal youths should be observed; and enters pertinent narrative and statistical information into computer programs.
4. Observes youth detainees during showers in order to ensure hygiene and security; supervises youths in performing laundry duties, and other work details.
5. Receives and releases youths; may make intake and release decisions; contacts and informs parents/guardians of case status; supervises visits between parents and youths; supervises youths who are on alternative release status or on probation and living at home.
6. Physically restrains assaultive youths; secures and transports detained youths.
7. Occasionally assists in the routine preparation and serving/distribution of meals.
8. May train colleagues in a specialized area of expertise; may train and guide Extra Help employees and volunteers.
9. May act as lead officer of a shift, as needed.

EMPLOYMENT STANDARDS

1. 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; **or**,
2. Two years of a combination of training, education, and experience equivalent to that listed above that would provide the required knowledge and abilities (an example of equivalent experience would be working with juvenile/youth offenders, as a counselor in a group home. Law enforcement experience or working in the adult prison system is not considered experience for this position).

Note: Applicants who are currently in their final quarter or semester of study leading to the required education units 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:

- 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 (this includes a polygraph examination); and

no physical, mental, or emotional condition which might adversely affect the exercise of the powers of a peace officer.

- Unless previously completed, within one year of hire, must have successfully completed "Core" training and an introductory law enforcement procedures program (PC 832), certified by the California Peace Officers Standards and Training Commission.
- Appointees must be at least 21 years of age.
- 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.
- All appointees must successfully complete 40 hours of intense, on-the-job training, which focuses on facility security and operations, psychological principles and techniques applicable to the care and rehabilitation of youth offenders, and the growth, development, needs, and problems of the youth.
- Some positions in this classification may require incumbents to obtain and maintain a valid California Class B Driver's License. Appointees to those positions requiring a Class B license will be subject to mandatory testing for drugs prior to beginning work; 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 a U.S. citizen or permanent resident alien who is eligible for and has applied for citizenship.

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; basic math including addition, subtraction, multiplication, and division of whole numbers and percentages.

Ability to: Read and comprehend material at college level; learn and apply psychological principles and techniques applicable to the care and rehabilitation of youth involved in the justice system; learn about the growth, development, needs, and problems of youth; gain the confidence and respect of youths; supervise youths; perceive, evaluate, and de-escalate or resolve tense group situations; make rational decisions; observe, recall, and document behavior; note behavior patterns and behavior changes for signs of potential problems; read, understand, and apply laws, regulations, and procedures; enforce rules while maintaining flexibility; counsel and motivate individuals and groups and provide support and control as needed; work with youths in an assertive, calm manner; communicate effectively both orally and in writing; work well under pressure; work in a structured, regimented work environment; meet deadlines; maintain professional ethics; learn and follow County and departmental policies, goals, and objectives; drive safely and legally; work harmoniously with others; maintain confidentiality and impartiality; maintain professional demeanor even when dealing with hostile or abusive individuals; 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 shifts, weekends, and holidays. Incumbents must enforce rules while maintaining flexibility, and adhere to professional ethics in working with youths; wear required uniform; stand for extended periods of time; work outdoors in a varying climate; required to perform First Aid and Cardiopulmonary Resuscitation.

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

Desirable Qualifications:

Knowledge of: Adolescent psychology, juvenile justice, juvenile delinquency, counseling, basic knowledge of the criminal justice system.

Education: A bachelor's degree from an accredited four-year college or university with related course work focus is desirable.

SUPPLEMENTAL INFORMATION

SELECTION PROCESS:

1. **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 6, 2020, by 5:00 p.m.**
2. **Personal History Questionnaire Review (PHQ)** – First consideration candidates will be notified by email on **March 9, 2020**, with instructions for obtaining and completing the PHQ. Completed PHQ must be submitted on or before **March 16, 2020, by 5:00 p.m.**
3. **Computerized Written Examination** - Candidates will be notified via email by **March 17, 2020**, with instructions for taking a computerized examination. **Testing dates will be on March 24, 25, 26, and 27, 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-JCO-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 Juvenile Institutions 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 Juvenile Institutions Officer.
- **MEDICAL EXAMINATION:** Appointee is subject to a medical examination.
- Submit written documentation of his/her **LEGAL RIGHT TO WORK** in the United States.

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 6, 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 #20-3841-01
JUVENILE INSTITUTIONS OFFICER
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Juvenile Institutions 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 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 selected the "All Locations" option on my application
 I am not willing to work at All Locations

- * 5. Please select the highest level of education you have obtained.
 Master's Degree
 Bachelor's Degree
 AA or AS Degree
 HS Diploma or equivalent
 None

- * 6. 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) 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;
OR,
 2) Two years of a combination of training, education, and experience equivalent to that

listed above that would provide the required knowledge and abilities (an example of equivalent experience would be working with juvenile/youth offenders, as a counselor in a group home). Please note that law enforcement experience, Military service or working in the adult prison system is NOT considered experience for this position.

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

7. If you selected **Employment Standard 1** provide the following information. Please note that **YOU MUST HAVE 14 quarter or 9 semester units in sociology, psychology, criminology, or a directly related field** to qualify under this employment standard. A) How many Semester/Quarter Units earned. If your area of study is not in sociology, psychology, criminology, you must list the courses you completed in sociology, psychology, criminology, or a related field and the number of credits/units earned for each course.

8. If you selected **Employment Standard 2** provide the following information. Please note that **YOU MUST ALSO HAVE 14 quarter or 9 semester units in sociology, psychology, criminology, or a directly related field** to qualify under this employment standard. A) Provide any work experience that is equivalent to the knowledge & abilities. B) Provide any training that is equivalent to the knowledge & abilities. C) List any relevant courses taken or certificates received, including 14 quarter or 9 semester units in sociology, psychology, criminology, or a related field.

* 9. Are you currently in your final quarter or semester (last 3 or 4 months) of study leading to the required education units? 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 education units and email a copy of degree to the Probation Department

Yes No

* 10. The following questions are characteristics that are required of a Juvenile Institutions Officer. Please note that if you select "no" for any of the questions below you will be disqualified from this recruitment.

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 wear a uniform in accordance with departmental policy?
 - No
 - Yes

- * 18. Are you willing to work weekends and holidays (including Thanksgiving and Christmas)?
 - No
 - Yes

- * 19. Are you willing to work with youth and staff from a variety of economic and cultural backgrounds?
 - No
 - Yes

- * 20. Are you able to maintain confidentiality of information, such as arrest and conviction records, medical history, and mental health status?
 - No
 - Yes

- * 21. Are you able to withstand verbal assaults without losing self-control?
 - No
 - Yes

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

* 23. 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

* 24. Are you willing and able to be honest in every part of the examination/hiring process?

- No
- Yes

* 25. I understand that as part of the selection process for Juvenile Institutions Officer; 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