



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

Lateral DPO

An Equal Opportunity Employer

SALARY

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

OPENING DATE: 05/27/20

CLOSING DATE: Continuous

THE POSITION

BEFORE YOU APPLY, PLEASE READ ALL INFORMATION ON THIS JOB BULLETIN.

*This recruitment is **ONLY** for lateral transfers from other California public agencies. The County of Santa Barbara Probation Department is currently accepting lateral transfer applications for current regular employees of another public agency operating a personnel merit system in the State of California for the Deputy Probation Officer classification.

Deputy Probation Officer Classification Specifications

Under general supervision, provides professional casework services to adult and juvenile offenders and their families; supervises, motivates, and rehabilitates adult and juvenile offenders; conducts pre-sentencing investigations; carries out special assignments; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS: Deputy Probation Officer (DPO) is the entry level class in the series. Deputy Probation Officer is distinguished from Deputy Probation Officer, Senior in that the latter is the lead worker level in Probation Field Service operations and the first line shift supervisor level within a Probation Institution.

EXAMPLES OF DUTIES

1. 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 probation plans.
2. 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.

3. 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.
4. 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.
5. May train colleagues in a specialized area of expertise; may train and guide Extra Help employees and volunteers.

EMPLOYMENT STANDARDS

To be eligible to laterally transfer from your agency to the County of Santa Barbara, you must have held permanent or probationary status in the classified service of a California public agency operating a personnel merit system; **and**, meet the following criteria (per the Civil Service Rule 713 included below):

1. The Santa Barbara County job into which you are seeking to transfer possesses essentially the same or lesser minimum qualifications as the job class in which you held permanent or probationary status in your current/previous agency, **and**
2. You have been employed by the other agency within one year of the date the lateral transfer is approved, **and**,
3. You achieved permanent or probationary status with your current/previous agency as the result of a qualifying or competitive examination, **and**
4. You have performed satisfactorily and have not been separated nor are you being considered for separation because of misconduct or poor performance, **and**
5. Your current/previous agency submits information to Santa Barbara County which confirms that the required conditions have been met and that you are eligible for reemployment or continued employment in the class in which permanent or probationary status is held.

Please note that if a department head appoints an eligible lateral transfer applicant from another jurisdiction, the employee shall serve the required probationary period before attaining permanent status.

In order to determine if you meet the employment standards you must have the following qualifications:

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 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 to Probation Assistant 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 California 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 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 powers of a peace officer.
- Must be an U.S. citizen or permanent resident alien while is eligible for and has applied for citizenship.
- 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.
- Unless previously completed, candidates must complete and successfully pass a Corrections Standards Authority approved "Core" Training course within the first year of employment. (This five-week course may be held outside the County.) Additional physical training, such as unarmed defensive tactics, may be required for assignment to some units.

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 arithmetical 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.

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.

Desirable Qualifications:

- **Communication:**

Bilingual Spanish skills are desirable.

SUPPLEMENTAL INFORMATION

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.

Assignments to this classification may require working some nights, holidays, and weekends and wearing a required uniform.

- **Firearms:** Carrying a firearm is not required, and most DPOs do not carry firearms. In some assignments, however, such as those in which the clients are gang members or violent felons, officers may wish to carry a firearm for their own protection. In such cases, 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.

TO APPLY:

If after reviewing all of the information above you believe you meet the employment standards, please complete the following steps.

1. Click on the **Apply** link at the top of the screen and complete the online application and supplemental questionnaire. Your application must be fully completed to be considered. A resume is not required.
2. Print the **Authorization for Release of Personnel Information Form and Lateral Transfer Information Request** by copying and pasting the following link into your internet browser <https://www.governmentjobs.com/careers/sbcounty/jobs/63645/lateral-transfer-request-csr-713-employees-of-other-public-agencies?keywords=lateral&pagetype=jobOpportunitiesJobs>
(You will need Acrobat Reader to access the authorization form; Acrobat can be downloaded for free by <https://get.adobe.com/reader/>). You must complete the entire Authorization for Release of Personnel Information Form, the Lateral Transfer Information Request must be entirely completed by your agency Human Resources. We WILL NOT accept electronically signed forms.
3. Send the completed forms to your **Authorized Public Agency operating in a personnel merit system in the State of California** to complete the requested information and send the authorization forms **AND** Job Description to the County Human Resources Department within 14 business days of submitting your application. Forms must be sent directly from your agency Human Resources to us using one of the methods below:

Mail:

County of Santa Barbara Human Resources Department
Attn: James Kyriaco
1226 Anacapa Street
Santa Barbara, CA 93101

E-mail: jkyriaco@co.santa-barbara.ca.us

Receipt of these documents along with the submitted online application will then be reviewed for Employment Standards.

Due to the volume of applications we receive, not all candidates who meet the minimum qualifications will be invited to continue in the hiring process. Thank you for your interest in our department.

BENEFITS: The County of Santa Barbara offers generous benefits, please visit our website. <http://www.countyofsb.org/hr/CompSumm.aspx?id=11036>

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.

APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: Open until filled; 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 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:

If you have questions regarding the recruitment not answered in this job announcement, please email Ashley Cabral, Deputy Probation Officer, Supervising at acabral@co.santa-barbara.ca.us

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-csr713

LATERAL DPO

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Lateral DPO 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. 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. Please check selection process on job bulletin for dates notices will be sent out and dates the information is required to be completed.
 I understand

- * 3. I am a regular employee (or was a regular employee within 1 year of today) of another public agency operating a personnel merit system in the State of California as a Deputy Probation Officer.
 Yes No

- * 4. Have you held permanent or probationary status with your current/previous agency?
 Yes No

- * 5. Do you understand that your current/previous agency submits information to Santa Barbara County which confirms that the required conditions have been met and that you are eligible for reemployment or continued employment in the class in which permanent or probationary status is held?
 Yes No

- * 6. I understand that I am required to print and complete an Authorization for Release of Personnel Information Form and Lateral Transfer Information Request, complete my required information, give it to my agency Human Resources to complete and then submit it WITHIN 14 BUSINESS DAYS along with job descriptions for all positions listed on the form to: Mail: County of Santa Barbara Human Resources Department Attn: James Kyriaco 1226 Anacapa Street Santa Barbara, CA 93101 E-mail: jkyriaco@co.santa-barbara.ca.us
- I understand
- * 7. 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
 None of the Above
- * 8. 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, and writing in English and Spanish
- * 9. 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
- * 10. 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
- * 11. Are you a U.S. Citizen, or permanent resident alien who is eligible for and has applied for U.S. Citizenship?
- Yes No
- * 12. 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
- * 13. Are you able to maintain confidentiality of information, such as arrest and conviction records, medical history, and mental health status?
- Yes No

- * 14. 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

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

- * 16. 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

- * 17. Are you willing to physically restrain a suspect who may be a convicted violent offender or youth?
 Yes No

- * 18. 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

- * 19. Are you willing to administer a urine drug test to a person on probation?
 Yes No

- * 20. 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

- * 21. Are you willing to wear a uniform in accordance with departmental policy?
 Yes No

- * 22. 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