



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

Juvenile Institutions Officer, Senior

An Equal Opportunity Employer

SALARY

\$66,503.99 - \$84,899.87 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 Juvenile Institutions Officer, Senior classification.

Juvenile Institutions Officer, Senior Classification Specifications

Under direction, assumes lead responsibility over other officers engaged in the supervision, control, guidance, motivation, and routine counseling of a group of juveniles 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 daily routine including security, safety, operations, and procedures; provides input to supervisor on evaluations of officers in unit; 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; reviews bookings and case histories of juveniles and provides relevant information about juveniles to other agencies, such as Social Services, Behavioral Wellness, or law

enforcement; 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 and/or in groups; enforces disciplinary policies of the institution by updating 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; 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, Program Officer and Institutions Training Officer.

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:

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;

*Major means having at least 14 quarter or 9 semester units in sociology, psychology, 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; 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.

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:

Knowledge of: adolescent psychology, juvenile justice, juvenile delinquency, counseling, basic knowledge of the criminal justice system; Standards and Training for Corrections (STC) 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.

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 climate; may perform First Aid and Cardiopulmonary Resuscitation.

SUPPLEMENTAL INFORMATION

All candidates for the job of Juvenile Institutions Officer, Senior 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 Juvenile Institutions Officer, Senior.
- **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 nights, holidays, and weekends and wearing a required uniform.

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 #20-3842-02 (LT)
JUVENILE INSTITUTIONS OFFICER, SENIOR

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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. 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 Juvenile Institutions Officer, Senior.

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 Juvenile Institutions Officer, Senior. 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 work at a remote location in the Los Padres National Forest in Santa Barbara County?
 Yes No
- * 11. Are you willing and able to be honest in every part of the examination/hiring process?
 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. Are you willing/able to supervise detainees while they are showering?
 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?
 Yes No
- * 17. Are you willing to physically restrain a youth?
 Yes No
- * 18. Are you willing to work with youth and staff from a variety of economic and cultural backgrounds?
 Yes No
- * 19. Are you willing to work 12-hour shifts, such as 7:00 PM to 7:00 AM?
 Yes No

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

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

* 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?
 Yes No

* 23. I understand that as part of the selection process for Juvenile Institutions Officer, Senior, 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