



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

Deputy Probation Officer, Supervising

An Equal Opportunity Employer

SALARY

Salary: See Position Description

OPENING DATE: 03/26/21

CLOSING DATE: 04/09/21

THE POSITION

SALARY

\$88,441.71 - \$113,503.85 Annually

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

THE POSITION: Under direction, plans, assigns, and supervises the work of a group of Deputy Probation Officers and/or Juvenile Institutions Officers and other assigned staff; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS: This is the full supervisory class in which incumbents are responsible for administration and direction of a unit staffed by Probation Officers and other assigned staff; or for supervising institution staff and operations of a probation institution. Depending on assignment, incumbents also perform difficult investigations, handle case intake as necessary, and/or ensure probation institutions are in compliance with applicable standards set by California Corrections Standards Authority. This class is distinguished from Probation Manager by the Manager's greater authority and responsibility for overall administrative, fiscal, and program oversight in either a Field Services or Institutions operation.

EXAMPLES OF DUTIES

1. Assigns cases and work schedules, supervises, reviews, counsels, and trains staff engaged in one of the following activities: investigating juvenile or adult offenders, rehabilitating offenders through supervision or referral to public or private agencies, conducting civil investigations and preparing court reports; or supervising and/or counseling juveniles in detention or treatment facilities.
2. Exercises onsite responsibility for the development and implementation of assigned programs and administrative matters, including the development of recurring performance measures, assistance in budget preparation and monitoring vendor contracts, data and outcome analysis, and updating of policies and procedures; meets with the Probation Manager on a regular basis and keeps him/her informed of all pertinent matters;

3. Supervises institution operations including food services programs, updates operations manuals, and ensures compliance with applicable standards of the Corrections Standards Authority, the courts, and other regulatory bodies;
4. Oversees the scheduling of and preparations for annual local and state inspections of the institution
5. Coordinates maintenance and supervises general security of the institution; develops and implements facility emergency plans; reviews community confinement program, and approves all special visits with detainees in the institution;
6. Explains and interprets departmental policies and procedures to staff and ensures that they are carried out; conveys views and suggestions of staff to department administration.
7. Reviews and approves court reports for conformance with laws and departmental policy, and may attend court hearings and interpret and execute instructions of the court.
8. Coordinates with Department of Social Services, schools, law enforcement agencies, and others to facilitate the availability of needed offender services.
9. Provides continuous on-the-job training for development of staff and establishment of employee performance objectives; evaluates staff performance; participates in interviewing, selecting, and assigning staff.
10. Attends meetings and conferences to stay abreast of legislation and new trends in professional methods.
11. May assume responsibility for overall program management in the absence of, or as delegated by the Probation Manager and perform other duties as assigned.

EMPLOYMENT STANDARDS

Applicants are required to have the knowledge and abilities required for entry level Juvenile Institutions Officer and for entry level Deputy Probation Officer AND must meet the employment standards listed in 1, 2, or 3 below:

1. 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 **AND**:

- Three (3) years of professional experience in probation field services, including one year of lead work experience which included some supervisory experience or training; **or**,
- Five (5) years of experience supervising juvenile detainees in a probation institution or other detention facility, including one year of experience supervising other custody officers; **or**,
- One (1) year of experience performing duties equivalent to the class of Senior Deputy Probation Officer with Santa Barbara County which included some supervisory responsibilities or training.
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**:

- Five (5) years of professional experience in probation field services, including one year of lead worker experience which included some supervisory responsibilities or training; **or**,
- Seven (7) years of experience supervising juvenile detainees in a probation institution or other detention facility, including one year of experience supervising other custody officers; **or**,

- One (1) year of experience performing duties equivalent to the class of Senior Deputy Probation Officer with Santa Barbara County, which included some supervisory responsibilities or training.
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.

NOTE: Examples of supervisory experience include: planning the day-to-day work activities of a work unit; communicating and enforcing performance standards, policies, and rules; evaluating the work of staff; and accepting responsibility for the performance of staff.

Additional Requirements:

- Candidates 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, including bias against race or ethnicity, gender, nationality, gender identity and gender expression, ancestry, religion, disability, or sexual orientation, that might adversely affect the exercise of 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.
- Must be a U.S. citizen or permanent resident alien status who is eligible for and has applied for citizenship.
- Unless previously completed, within one year of hire, must successfully pass applicable Corrections Standards Authority approved "Core" training and a law enforcement procedures (PC 832) course on search and seizure procedures certified by the California Peace Officers Standards and Training Commission.

Knowledge of: probation theory and practice; basic departmental fiscal principles; federal, state, and local laws relating to probation work and the administration of detention facilities; principles of general administration and supervision; scope of work for subordinates in field services or probation institutions, procedures of the courts and the provision of probation services to adults and juveniles in the criminal justice system; departmental policies and procedures; standard English grammar, spelling, punctuation, report writing and usage; standard computer applications used in an office; basic math including addition, subtraction, multiplication, and division of whole numbers and percentages.

Ability to: plan, direct and edit the work of others; coordinate probation work with related work of other agencies; establish and maintain effective relationships with others; communicate effectively orally and in writing; make sound discretionary decisions; accept responsibility for decisions; work well under pressure; represent the department with tact and diplomacy; assign, delegate, and prioritize work; be flexible in a dynamic work environment; work collaboratively on the administrative team; maintain objectivity and confidentiality; understand, interpret, and explain laws and policies; learn and apply Corrections Standards Authority regulations and applicable sections of the Penal Code, and the Welfare and Institutions Code; use a computer keyboard.

Desirable Qualifications:

- **Communication:** Bilingual Spanish skills are desirable.

Additional Information:

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

Firearms: Carrying a firearm is not required, and most incumbents do not carry firearms. In some assignments, however, 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. Therefore, some incumbents 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.

SUPPLEMENTAL INFORMATION

SELECTION PROCESS:

1. **Review all applications and supplemental questionnaires** to determine if you meet the employment standards.
2. **Personal History Questionnaire (PHQ).** Candidates will be notified by email with instructions for obtaining and completing the PHQ. Completion of PHQ will be within 5 business days of notice being sent. If your PHQ is accepted, you will advance to the next step of the selection process.
3. **Oral Examination:** The oral examinations are tentatively scheduled for **April 27, 2021 via ZOOM**. Candidates will be notified by email with instructions. The oral examinations may be eliminated if there are fewer than thirteen qualified candidates.

Candidates must receive a percentage score of at least 70 on the oral examination to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule 6. Those candidates who are successful in the examination 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. The appointee must satisfactorily complete a probationary period.

All candidates for the job of Deputy Probation Officer, Supervising 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.

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

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.

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

Statement of Commitment

The County of Santa Barbara is dedicated to cultivating and sustaining an environment that exhibits equity and inclusion everywhere, and at all levels of our organization. The County believes equity is a fundamental principle that must be imbedded in policies, institutional practices and systems. The County recognizes the negative impacts of systemic racism and is committed to eliminating the barriers affecting our Black, Latinx, Indigenous, and Asian community members, as well as people of other diverse racial and ethnic backgrounds. We envision a world where society and its systems (e.g. education, criminal justice, and health care, housing the economy) are just, fair, and inclusive, enabling all people to participate and reach their full potential.

We celebrate community and employee diversity, strive for inclusion and belonging, and promote empowered participation. We aspire to build a workforce that is reflective of these values and the communities we serve. We are proud to be an equal opportunity employer and will resolutely uphold federal, California state law and/or Santa Barbara County ordinances.

We believe equity and inclusion are vital to fulfill the County's mission and to embody a culture of "One County, One Future." Expanding the full range of employee talent allows the County to deliver our best to all our community members.

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>. In addition, applicants from other public sector employers may qualify for:

- Retirement reciprocity
- Time and service credit towards an advanced vacation accrual rate

APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: April 9, 2021; 4:59PM (PDT). Postmarks not accepted. Applications and job bulletins can be obtained 24 hours a day at www.sbcountyjobs.com.

Ashley Cabral, Probation Recruiter

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

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

OR

1226 Anacapa Street
Santa Barbara, CA 93101

EXAM #21-6070-01
DEPUTY PROBATION OFFICER, SUPERVISING

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Deputy Probation Officer, Supervising 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. Please check the selection process listed in the job bulletin for dates notices will be sent out and dates the information is required to be completed.
 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 am not willing to work at All Locations
- * 5. 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.
 1a) 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 AND; three years of professional experience in probation field services, including one year of lead work experience which included some supervisory experience or training; OR,
 1b)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 AND; five years of experience supervising juvenile detainees in a probation institution or other detention facility, including one year of experience supervising other custody officers; OR,
 1c) 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 AND; one year of experience performing duties equivalent to the class of Senior Deputy Probation Officer with Santa Barbara County which included some supervisory responsibilities or training.

2a) 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; five years of professional experience in probation field services, including one year of lead worker experience which included some supervisory responsibilities or training; OR,

2b) 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; seven years of experience supervising juvenile detainees in a probation institution or other detention facility, including one year of experience supervising other custody officers; OR,

2c) 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; one year of experience performing duties equivalent to the class of Senior Deputy Probation Officer with Santa Barbara County, which included some supervisory responsibilities or training; 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.

None of the above

- * 6. All applicants are REQUIRED to have a minimum level of education. Do you have an AA/AS or BA/BS in sociology, psychology, criminology, or a related field? If yes, provide the following information: College Major/Minor, degree received, and date awarded. Do you have an AA/AS or BA/BS in an unrelated field of study? If yes, you are required to attach or email your unofficial transcripts. You may email your unofficial transcripts to Ashley Cabral at acabral@co.santa-barbara.ca.us
- * 7. The following question is to help us determine if you meet the minimum qualifications for this position. Although you may have some of the information on your application, you are REQUIRED to answer the following question and provide the length of time for each listed experience (months/years). Please describe your work experience in detail in the following areas: a) Professional probation experience in probation field services b) Experience supervising juvenile detainees in a probation institution or other detention facility c) Experience performing duties equivalent to the class of Senior Deputy Probation Officer with Santa Barbara County that included some supervisory responsibilities or training.
- * 8. This position REQUIRES that you have supervisory experience. Describe your supervisory experience. (Examples of supervisory experience include: planning the day-to-day work activities of a work unit; communicating and enforcing performance standards, policies, and rules; evaluating the work of staff; and accepting responsibility for the performance of staff). List supervisory duties, number of staff supervised and length of time supervised. Include any additional work related experience that supports your supervisory experience.
- * 9. The following questions are characteristics that are required of a Deputy Probation Officer, Supervising. Please note that if you select "no" for any of the questions below you will be disqualified from this recruitment.
 I understand
- * 10. Some assignments for this position may require you to work at a remote location in the Los Padres National Forest in Santa Barbara County. Are you willing to work under these conditions?
 Yes No

- * 11. Are you a U.S. Citizen, or permanent resident who is eligible for and has applied for U.S. Citizenship?
 Yes No

- * 12. 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?
 Yes No

- * 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 able to withstand verbal assaults without losing self-control?
 Yes No

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

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

- * 17. I understand that as part of the selection process for Deputy Probation Officer, Supervising, I may undergo a thorough background investigation, including a polygraph examination. Once I have been offered a conditional offer of employment and accept it, I will undergo a physical examination and psychological examination. Any falsification of information or failure to meet the standards listed will result in my disqualification. I acknowledge that I have read and understand the information listed above.
 Yes No

* Required Question