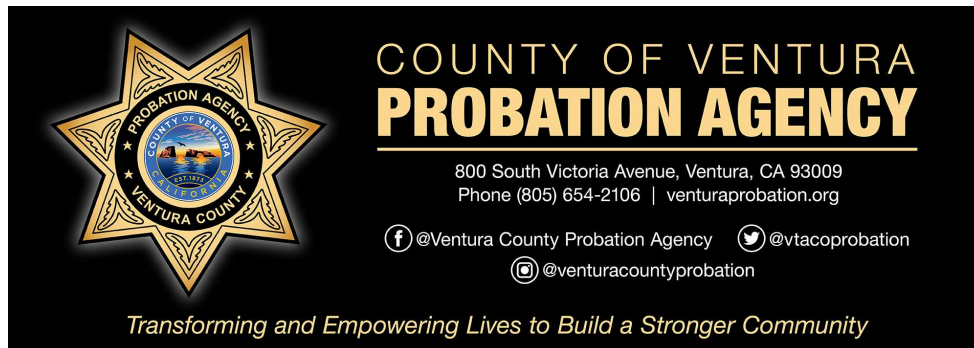




## Ventura County Deputy Probation Officer

<b>SALARY</b>	\$28.52 - \$42.92 Hourly \$2,281.62 - \$3,433.93 Biweekly \$4,943.50 - \$7,440.19 Monthly \$59,322.02 - \$89,282.27 Annually	<b>LOCATION</b>	throughout Ventura County, CA
<b>JOB TYPE</b>	Full-Time Regular	<b>JOB NUMBER</b>	0614VPA-24AA (AI)
<b>DEPARTMENT</b>	Probation Agency	<b>OPENING DATE</b>	01/17/2024
<b>CLOSING DATE</b>	Continuous		

### Description



### What We Offer

The County of Ventura offers an attractive compensation and benefits package. Aside from our base salary range, an employee within this position will also be eligible for the following:

- **Educational Incentive** - An educational incentive of 2.5% for completion of an Associate’s degree, 3.5% for completion of a Bachelor’s degree, OR 5% for completion of a Graduate degree.
- **Annual Leave** - A candidate selected for this position will earn 112 hours of Annual Leave per year, increasing to 152 hours after 5 years of service.
- **Deferred Compensation** - Eligible to participate in the County’s 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 2.5% match on your 401(k) contributions.
- **Health Plans** - You are offered a flexible credit allowance of up to \$13,182 annually for purchasing medical, dental, and/or vision insurance from a group of authorized plans.
- **Flexible Spending Accounts** - Pre-tax benefit towards eligible medical, dental, and vision care expenses.
- **Pension Plan** - Participation in the County’s defined pension plan. If eligible, you may establish reciprocity with other public retirement systems such as CalPERS.
- **Bilingual Incentive** - Proficiency levels by exam are \$.65 per hour (Level I), \$1.00 per hour (Level II), or \$2.00 per hour (Level III).
- **Holidays** - 12 paid days per year which includes a scheduled floating holiday.
- **Uniform Allowance** - A uniform allowance of \$800 on November 1st of each year.

- **Textbook and Tuition** - Up to a maximum of \$2,000 per fiscal year in accordance with the memorandum of agreement.

### The Position

Under general supervision, a Deputy Probation Officer (DPO) reviews, investigates and recommends disposition of juvenile and adult cases; determines appropriate treatment plans; monitors the progress of those placed on probation; refers probationers to appropriate community resources; provides casework services for youth housed in a detention facility or supervised by a field supervision unit; can be assigned to an armed or unarmed unit; and performs related duties as required. DPOs perform arrests, residential searches and other peace officer duties and work with other law enforcement agencies to promote public safety. DPOs may also assume responsibilities for a unit Senior DPO in the senior's/supervisor's absence, perform assignments requiring specialized skills, and assist in training, evaluating, and reviewing the work of lesser tenured or subordinate personnel.

**Payroll Title:** Deputy Probation Officer

Deputy Probation Officer is represented by Ventura County Professional Peace Officers Association (VCPPOA) and is eligible for overtime compensation.

The eligible list established from this recruitment may be used to fill current and future Regular, Temporary, Fixed-term, Intermittent, and Extra Help vacancies within the Ventura County Probation Agency.

### TENTATIVE SCHEDULE

**OPENING DATE:** January 17, 2024

**CLOSING DATE:** Continuous and may close at any time; therefore, the schedule for the remainder of the process will depend upon when we receive a sufficient number of qualified applications to meet business needs.

**REVIEW OF APPLICATIONS:** Applications will be reviewed weekly beginning the week of February 5, 2024.

### Examples Of Duties

Duties may include, but are not limited to, the following:

- Organize, analyze, and evaluate case data; prepare complex written reports and case histories; and may submit such reports/histories and related written and oral recommendations to the Court.
- Interview juveniles and/or adults in an office or custodial setting to gather pertinent information regarding the offense committed, behavioral patterns and social history of the individuals.
- Design appropriate treatment plans in areas such as employment, education, health, mental health, and substance abuse by using both departmental and community resources.
- Supervise juveniles and adults on probation; enforce the conditions of probation ordered by the Court; report the relative progress of the probationer to the Court.
- Develop specific goals and plans to prioritize, organize, and accomplish work and perform day-to-day administrative tasks such as maintaining information, files, and processing paperwork.
- Maintain timely and accurate caseload records.
- Develop constructive and cooperative working relationships with others and maintain open and effective communication with supervisors, peers, and subordinates in a professional manner.
- Participate in and/or lead group sessions with probationers, their families, treatment providers, and others regarding case management.
- Cooperate with representatives of law enforcement, courts, public sector, and community-based organizations in areas of mutual interest to promote public safety.
- Perform probation sweeps, arrests, residential searches, and investigations with other law enforcement agencies to promote public safety.
- Exercise armed and/or unarmed peace officer powers of arrest which could include proper use of restraint techniques to subdue and/or arrest probationers.
- Search probationers and their property and obtain samples of bodily fluids for substance abuse testing.
- Participate in the arming program when selected, successfully complete all training courses and range requirements, and maintain proficiency in the use of Agency issued firearms.
- Transport probationers and other individuals as necessary.

- Perform other duties as required.

## Typical Qualifications

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

### Education/Experience:

Any combination of education, experience and/or training which would indicate possession of the requisite knowledge, skills and abilities (KSAs). Possession of the requisite KSAs can be demonstrated by:

A) Possession of or will have obtained by time of hire a Bachelor's degree from an accredited college/university, preferably with a major in behavioral science, social science, psychology, sociology, criminology, or a related field.

OR

B) Possession of or will have obtained by time of hire an Associate's degree from an accredited college/university OR sixty (60) semester units of academic coursework PLUS two (2) years of experience in custodial care, probation, parole, treatment counseling, casework, corrections, law enforcement, public safety, and/or a criminal investigations.

OR

C) Four (4) years of experience in custodial care, probation, parole, treatment counseling, casework, corrections, law enforcement, public safety, and/or criminal investigations.

**NECESSARY SPECIAL REQUIREMENTS:** All levels of the DPO class series are "Peace Officers" pursuant to both the Penal and Government Codes of the State of California and applicants must therefore:

- Be at least 18 years of age;
- Have either earned a high school diploma or passed the General Education Development (GED) Test indicating attainment of the equivalent of a high school education`;
- Possess at time of hire and thereafter maintain a valid, Class C, California driver license;
- NOT be a convicted felon; and,
- Be a U.S. citizen, a permanent resident alien who has applied for citizenship, or be legally authorized to work in the United States. If hired, a permanent resident must provide proof of his/her application status with the United States Department of Homeland Security, Citizenship and Immigration Services (USCIS). Failure to cooperate with the USCIS to maintain required status or to be denied citizenship will result in dismissal from employment.
- Be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

### ADDITIONAL SELECTION & EMPLOYMENT INFORMATION:

Physical/Medical and Psychological Requirements - Prior to final appointment, applicants must submit to physical/medical and psychological examinations provided by the County to determine their ability to meet Peace Officer standards. The physical/medical examination will determine whether the applicant has the dexterity, strength, endurance and physical ability to restrain combative/violent individuals. The psychological examination will include the administration of psychological tests, an assessment of psychological factors, and an interview with a County-designated psychologist.

Background Investigation - Applicants must be of good moral character, as determined by a thorough background investigation which involves contacting references and fingerprinting for search and disclosure of a criminal record. As part

of this investigation, applicants may be subject to a polygraph examination and/or a voice stress analysis.

Training - DPOs are required to successfully complete all required State-mandated training (225+ hours) during their first year of employment and at least forty (40) hours of approved training each year thereafter. In addition, DPO's are required to participate in and successfully complete all officer safety training classes and maintain proficiency in Agency approved tactics such as control/restraint methods, the use of Oleoresin Capsicum (OC) pepper spray, mechanical restraints, and blocking and defensive striking techniques.

Probationary Period - Individuals appointed to the position of DPO are required to serve at least a one (1) year probationary period subject to satisfactory performance and successful completion of all mandatory training.

## Recruitment Process

**FINAL FILING DATE:** This is a continuous recruitment and can be closed at any time; therefore, it is to your advantage to apply as soon as possible. The schedule for the remainder of the process will depend upon when we receive a sufficient number of qualified applications to meet business needs.

To apply on-line, please refer to our web site at [www.ventura.org/jobs](http://www.ventura.org/jobs). If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Applicants must provide sufficient information under the Education/Work Experience portion of the application and supplemental questionnaire in order to determine eligibility. A resume may be attached to supplement your responses in the above-referenced sections; however, it may not be submitted in lieu of the application.

**NOTE:** If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click [here](#) ([Download PDF reader](#)) ([Download PDF reader](#)) for additional information.

**SUPPLEMENTAL QUESTIONNAIRE - qualifying:** All applicants are required to complete and submit this questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire is considered part of the application and may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire may result in the application being removed from consideration.

Please note that all applicants must be willing and able to work all shifts and work site locations, and must indicate this on their application and supplemental questionnaires.

**APPLICATION EVALUATION - qualifying:** All applications and supplemental questionnaires will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

**WRITTEN EXAMINATION - Pass/Fail:** A job related, written examination will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which have been determined to be essential for successful performance of the job. Candidates must earn a score of 70% or higher to qualify for placement on the eligible list and those who do pass will be given a score of 70% and will be placed on the eligible list.

Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year.

**BACKGROUND INVESTIGATION:** After successful completion of the written examination process, certified candidates will undergo a thorough background investigation that will include, but not necessarily be limited to, contacting personal, educational and business references, and Livescan fingerprinting for a criminal records check. Additionally, certified candidates will undergo a polygraph, psychological, and medical examination. Those entering the background process are required to provide a current (issued within the past 30 days) Department of Motor Vehicles printout (K4 - 10 year driving record) to the Background Investigator.

**PRACTICAL (PHYSICAL AGILITY) EXAMINATION - Pass/Fail:** Prior to appointment, a job related physical agility examination will be administered. The physical agility examination may consist of exercises to measure the candidate's level of fitness and physical abilities to perform the essential functions of the assignment. The physical agility examination may include, but is not limited to the following events: 75 yard run in 18 seconds maximum, 165 manikin drag for 20 feet within 30 seconds, and a weighted agility run of 100 yards consisting of picking up a fire extinguisher and a first aid bag at the 25 mark, and carrying it back through the course in 35 seconds maximum.

**CONDITIONAL OFFER OF EMPLOYMENT:** Certified candidates may receive a conditional offer of employment pending successful completion of physical/medical and psychological examinations.

For further information regarding this recruitment, please contact Alicia Ibarra by e-mail at [Alicia.Ibarra@ventura.org](mailto:Alicia.Ibarra@ventura.org) or by telephone at (805) 654-2154.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

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#### **Agency**

Ventura County

#### **Address**

800 S. Victoria Avenue  
LOC. #1970  
Ventura, California, 93009

#### **Phone**

(805) 654-5129

#### **Website**

<http://hr.ventura.org>

### **Deputy Probation Officer Supplemental Questionnaire**

#### **\*QUESTION 1**

**NOTE TO CANDIDATES:** This supplemental questionnaire must be completed and submitted with your County of Ventura application. Failure to do so will result in disqualification from the exam process. Please respond to each question. Immediately following are some of the more **COMMON REASONS FOR REJECTION**. Please read them carefully. What follows is designed to assist you in understanding/assessing the position of Deputy Probation Officer and for the County of Ventura in assessing your suitability for the position.

- 1. Being under eighteen (18) years of age.**

2. Lacking a high school diploma or its equivalent.
3. Not possessing at time of hire and thereafter maintaining a valid, Class C, California driver license.
4. Conviction of any felony.
5. Not meeting citizenship/application for citizenship/legal authorization to work in the United States requirements.
6. Use of narcotics, or other habit-forming drugs (other than prescribed) may disqualify. Failure to reveal prior use will disqualify.
7. Conviction of or sustained petitions for a sex crime.
8. Having any convictions for violent crimes or domestic violence incidents that prohibit the possession of a firearm under 29805 PC.
9. Conviction of two or more misdemeanors in the past ten (10) years.
10. History of serious financial irresponsibility within the past five (5) years.
11. Failure to submit complete, necessary application and/or background check materials.
12. An unwillingness to perform duties of the position as evidenced by a "no" response to key questions on the supplemental questionnaire.
13. Failure to pass a comprehensive background check which can include the following areas of concern: general work habits, safety and security, communication, workload management, judgment under pressure, learning ability, dependability, observational skills, problem solving ability, willingness to confront problems, integrity, credibility as a witness in a Court of Law, and poor neighborhood reputation.
14. Dishonesty during any part of the application, background investigation, or hiring process.

Your response below indicates that you understand the requirements of the position as stated above.

**\*QUESTION 2**

Each peace officer must be a citizen of the United States, a permanent resident who is eligible for and has applied for United States citizenship, or be legally authorized to work in the United States.

If applying for this type of position, can you furnish proof of either citizenship or application for citizenship?

- Yes
- No

**\*QUESTION 3**

Have you graduated from high school or passed the GED, or have you attained a two-year, four-year, or advanced degree from an accredited college or university?

- Yes
- No

**\*QUESTION 4**

Are you at least 18 years old at the time of submitting the application for Deputy Probation Officer?

- Yes
- No

**\*QUESTION 5**

Are you willing to work weekends and holidays?

- Yes
- No

**\*QUESTION 6**

Are you willing to work in all Ventura County locations and/or to be reassigned as required?

- Yes  
 No

**\*QUESTION 7**

Are you willing to work any shift, day and/or night, including when necessary, two back-to-back eight-hour shifts?

- Yes  
 No

**\*QUESTION 8**

Are you willing to take a polygraph (lie detector) exam or submit to voice-stress analysis as a condition of employment?

- Yes  
 No

**\*QUESTION 9**

Are you willing to be tested, after employment, for alcohol and drugs?

- Yes  
 No

**\*QUESTION 10**

Are you willing to have your background thoroughly investigated?

- Yes  
 No

**\*QUESTION 11**

Are you willing to undergo a thorough psychological examination?

- Yes  
 No

**\*QUESTION 12**

Are you willing to work with both juveniles and adults?

- Yes  
 No

**\*QUESTION 13**

Are you willing to physically help other officers prevent escapes, injuries, and damage to property?

- Yes  
 No

**\*QUESTION 14**

Are you willing to collect urine samples from juvenile and adult clients?

- Yes  
 No

**\*QUESTION 15**

If required, are you willing to assist with strip searches of detained clients?

- Yes  
 No

**\*QUESTION 16**

Do you currently possess or would you be able to obtain a valid, Class C, California driver license prior to employment?

- Yes  
 No

**\*QUESTION 17**

Have you ever been convicted of a felony?

- Yes  
 No

**\*QUESTION 18**

Are you willing to restrain a physically violent juvenile or adult using appropriate techniques, including the use of pepper spray or physical force?

- Yes  
 No

**\*QUESTION 19**

Are you willing to participate in the arming program and use a firearm?

- Yes  
 No

**\*QUESTION 20**

Do you meet the requirements stated in A, B or C below?

A) Possession of or will have obtained by time of hire a Bachelor's degree from an accredited college/university, preferably with a major in behavioral science, social science, psychology, sociology, criminology or a related field OR  
B) Possession of or will have obtained by time of hire an Associate's degree from an accredited college/university OR sixty (60) semester units of academic coursework PLUS two (2) years of experience in custodial care, probation, parole, treatment counseling, correctional, patrol, and/or a criminal investigative field OR  
C) Four (4) years of experience in custodial care, probation, parole, treatment counseling, correctional, patrol, and/or a criminal investigative field.

- Yes  
 No

**\*QUESTION 21**

By entering your name in the box below, you certify that you understand that as part of the selection process for DPO you will be required to complete a detailed personal history statement and undergo a thorough background investigation. You also certify that you understand that if you receive a conditional job offer you will then undergo stringent physical and psychological examinations and may be required to submit to and pass either a polygraph or voice-stress analysis. You further understand that any falsification of information, withholding of material fact(s), or any other failure to meet the standards of DPO including, but not necessarily limited to, those listed above or in the job



announcement, will result in your disqualification. You finally certify that you have read and understand the announcement and the questions of this supplemental statement/questionnaire and, to the best of your ability, have truthfully answered each question.

**Please type or write your full name and the date.**

\* Required Question