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| |  | | --- | | **SALARY** Salary: See Position Description |   **OPENING DATE:** 1/3/19  **CLOSING DATE:** Continuous  **THE POSITION**  **SALARY BENEFITS: Salary**: $96,765.14 - $130,261.86 Annually, DOE/DOQ\* \*This salary range reflects the negotiable range for hire. However, the top of the range for ***salary advancement is $141,427.43***  **NOTE:**The County may provide reimbursement for reasonable relocation expenses, flexible (9/80) work schedules and, at the discretion of the CEO, can provide flexible relocation assistance, housing and student loan offsets, cash incentives, and/or vacation and sick leave pre-accruals in the interest of attracting the best talent to the organization.  **BENEFITS OVERVIEW**   * **Vacation -**12 to 25 days per year depending on length of public employment * **Holidays -**11 days per year * **Sick Leave**– 12 days per year * **Health Plans**– Choice of medical and dental plans with vision care. County contributions made towards the employee's premium. * **Retirement** – The County offers a [Defined Benefit Plan](http://cosb.countyofsb.org/sbcers/) and [401 (a) Deferred Compensation Plan](http://www.countyofsb.org/ttcpapg/defcomp). * **On-Site Employee Health Clinics in Santa Barbara and Santa Maria:**Provides ongoing and episodic services to eligible employees and their eligible dependents over age 15.   [Click Here](http://www.countyofsb.org/hr/employee-relations/compensation-summary/management-unrepresented-43.sbc)and the Benefits Tab on the job bulletin for more information on County benefits.  **For first consideration apply by January 17, 2020.**  We are accepting applications to establish **one** employment list that will be used to fill vacancies at all locations (separate lists for different locations will **not** be established) for the **Probation Department**. Therefore, applicants must check "All Locations" on the application and be willing to accept assignment at any location.  **THE POSITION**:  This management classification is responsible for core divisional operations or institution of the Probation Department. The required responsibilities for this position includes travel throughout the County and oversight of multiple and diverse units. Candidates should note that Santa Barbara County offers a flexible (9/80) work schedule. Additionally, the Probation Department is well respected throughout the State and is recognized as progressive, innovative, data driven evidence based and is dedicated to the mission of serving the community. As a member of the management team, the selected candidate will be responsible for providing vision and guidance to meet the challenges of the present and shape the department of the future, while maintaining or exceeding the current standard of excellence.  **IDEAL CANDIDATE WILL POSSESS:**   * Familiarity with the criminal justice system including the principles of evidenced based practices for community corrections and current in Adult and Juvenile probation systems in California * Excellent communication and interpersonal skills * Experience effectively managing a diverse team * Background of policy development and program implementation * Success in inter-agency and community relations and engagement * Outstanding analytical skills / ability * Experience in project management and strategic planning * Ability to make policy level decisions * Experience using case management systems and knowledge related software programs as well as Microsoft Excel, PowerPoint, Word and Outlook * Good understanding of budgeting and Federal funding process and cycles * Good understanding of professional associations related to probation and community corrections   **MISSION:**The Probation Department's mission is to protect the community by: providing information and recommendations to the courts; providing safe, secure and effective juvenile detention and treatment programs; enforcing court orders and post release community supervision conditions, requiring offender responsibility/accountability, and supporting rehabilitation; and providing victim services that include facilitating reparation and restitution to victims. For more information about the department, please visit:  [**www.countyofsb.org/probation/home**](http://www.countyofsb.org/probation/home.c)  **EXAMPLES OF DUTIES**   1. Leads the planning and organizing of adult or juvenile probation services provided through a variety of departmental programs or in a detention facility, or departmental personnel/training services designed to support program and facilities staff; sets program goals and measurements; and assumes accountability for program results. 2. Makes broad policy decisions by serving on the department policy council and participating in the development and modification of departmental policies and procedures; may prepare correspondence, special reports, manuals, and grant applications. 3. Oversees the program budget development by assisting in setting budget priorities by identifying needs such as capital improvements, supplies, and staffing; balances fiscal priorities; prioritizes and allocates resources within the program; and coordinates resources with other programs or departments. 4. Supervises others, including administrative and/or supervisors. Designs and participates in the testing and selection of job candidates, participates in or makes hiring decisions; sets performance standards, and evaluates performance; identifies training needs and conducts or arranges for training; directs subordinate staff by providing technical guidance and interpreting policies and procedures. 5. Confers with representatives of other County departments, other government agencies, and community organizations to coordinate efforts to provide cooperative services; may develop contracts or agreements with organizations or individuals to provide needed services, such as training of staff; represents the department before professional organizations, appointed boards, and the public, by explaining and promoting departmental decisions, and engaging community interest in and support for departmental programs. 6. Exercises a high-level of independent action and decision making at the program level.   **EMPLOYMENT STANDARDS**   1. Possession of a Bachelor's Degree preferably in Criminal Justice, Administration of Justice, Criminology, Psychology, Sociology, or in related field **and**two years of experience supervising peace officers in either community corrections, probation, or parole that includes some project/program development and budget preparation, including competencies listed below; **Or,** 2. Possession of a Bachelor's Degree preferably in Criminal Justice, Administration of Justice, Criminology, Psychology, Sociology, or in related field **and** two years of experience as a Supervising Probation Officer with the County of Santa Barbara Probation Department, including the competencies listed below; **Or,** 3. A combination of six years of training, education and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities, **And** 4. The core competencies listed [here](https://countyofsb.org/uploadedFiles/hr/Content/Employment_and_Workforce_Planning/Job_Postings/Employment%20Standards%20Definitions.pdf) and the ability to immediately demonstrate these competencies consistent with the position's level in the leadership series and the specific work assignment; **AND**   **Additional Qualifications:**   * The ability to obtain an 832 PC certificate during the first year of probationary employment as condition of continual employment. * 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; 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 a U.S. citizen or permanent resident alien that 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 Board of State and Community Corrections (BSCC) Standards and Training for Corrections (STC) approved Deputy Probation Officer or Juvenile Correctional Officer "Core" Training course within the first year of employment. (This five-week course may be held outside the County). * Unless previously completed, candidates must complete and successfully pass a BSCC STC approved Supervisor "Core" training course within the first year of employment. (This two-week course may be held outside the County). * Unless previously completed, candidates must complete and successfully pass a BSCC STC approved Manager/Administrator Core Course within the first year of employment. (This two-week course may be held outside the County). * Additional physical training, such as unarmed defensive tactics and firearms training may be required for assignment to some units.   **APPLICATION AND SELECTION PROCESS:**   1. **Application Review**. Review applications to determine which applicants meet the employment standards. 2. **Personal History Questionnaire (PHQ).** Candidates will be emailed a notice to complete a PHQ. If you pass, you will advance to the next step of the selection process. 3. **Computerized Competency Assessment.** Candidates will be notified by email with instructions on obtaining and taking the competency assessment. The deadline to complete the competency assessment will be clearly stated in the e-mail. All applicants must complete the assessment in order to advance to the next steps in the selection process. Based on your results, if you are recommended, you will be moved to the next step of the selection process. 4. **Supplemental Questionnaire Ranking:** Candidates' final score and rank on the eligibility list will be determined by their responses to the supplemental questionnaire. This process may be eliminated if there are fewer than eleven qualified candidates.   Candidates must receive a percentage score of at least 70 on the supplemental questionnaire 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 will receive an email notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list. Human Resources will notify you by mail if your name is removed.    **BACKGROUND**: The successful candidate must meet peace officer standards and will be required to successfully complete a background investigation.   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 position. * **MEDICAL EXAMINATION** * Submit written documentation of his/her **LEGAL RIGHT TO WORK** in the United States.   The appointee must satisfactorily complete a one-year probationary period.  **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.  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: 1st consideration date is 1/17/20, by 5PM PDT;** postmarks not accepted. Applications and job bulletins can be obtained 24 hours a day at [www.sbcountyjobs.com](http://www.sbcountyjobs.com/). In **Santa Barbara**, applications and job bulletins may be obtained at the Human Resources Department, 1226 Anacapa St, from 8:00 am to 5:00 pm.  Applicants may use County computers at the **Workforce Resource Centers**to complete online applications and assessments at the following Santa Barbara County 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*** 1410 South Broadway, Santa Maria, CA (805) 614-1550 **Hours:** 8:00 am – 5:00 pm;  Monday through Friday  Natalie Alvarado, Senior Employment Analyst, 805-568-2831 |
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| **Probation Manager Supplemental Questionnaire** |

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| \* | 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. |
|  | | Checkbox 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. |
|  | | Checkbox 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 and that you check spam filters continuously during the recruitment and selection process to ensure you do not miss required deadlines. |
|  | | Checkbox I understand. |
| \* | 4. | This position requires you to be willing to work at All Locations in the Probation Department; you may be transferred to another work location within the County during your employment, depending on the needs of the Department.  Please verify on Agency Wide Question #1 that you checked the All Locations box for employment acceptance. If not, you are agreeing to the terms regardless of the Location checked on your application. |
|  | | Checkbox Yes, I understand and agree to the terms. Checkbox I do not agree to the terms above. I understand that I will no longer continue in the recruitment process for this position. |
| \* | 5. | Please select which option best describes your current 832 PC certificate status: |
|  | | Checkbox I possess a valid active 832 PC certificate. Checkbox I'm in the process of obtaining my 832 PC certificate. Checkbox I do not possess an 832 PC certificate however I will obtain my certification within the required timeframe. |
| \* | 6. | To be considered for this position your application must CLEARLY state how you meet each of the requirements under EMPLOYMENT STANDARDS on the Job Bulletin or you will not be considered for this position. If you are unsure, go back and review your application before continuing. Which Employment Standard did you clearly state on your application? |
|  | | Checkbox Possession of a Bachelor's Degree preferably in Criminal Justice, Administration of Justice, Criminology, Psychology, Sociology, or in related field and two years of experience supervising peace officers in either community corrections, probation, or parole that includes some project/program development and budget preparation, including competencies listed on the job bulletin; Or, Checkbox Possession of a Bachelor's Degree preferably in Criminal Justice, Administration of Justice, Criminology, Psychology, Sociology, or in related field and two years of experience as a Supervising Probation Officer with the County of Santa Barbara Probation Department, including the competencies listed on the job bulletin; Or Checkbox A combination of training, education and experience that is equivalent to one of the standards listed above that provides the required knowledge and abilities, and the competencies listed on the job bulletin Checkbox None of the above - I do not meet the minimum qualifications for this position |
|  | 7. | If you selected the third answer option above for question 6, please provide a detailed description on how you meet that Employment Standard. Please include the details of your training, education and relevant experience. |
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| \* | 8. | I understand my responses to the following supplemental questions will be used as a weighed, scored selection device that will determine my ranking on the employment list for this job. **Do not enter "see resume" or "see application", as raters will not have access to any information except what you enter in the box for each question.** For information on protest procedures for the supplemental questionnaire, please see Civil Service Rules 612 and 613: http://cosb.countyofsb.org/hr/csrules.aspx |
|  | | Checkbox I understand. |
| \* | 9. | If you have 2 or more years performing at least 5 of the duties below, please provide a detailed description for each one you have performed, the level of staff you supervised, and the name of the employer(s). If you don't have 2 or more years of supervising experience, then please write NA.  A) Orient and Train: B) Plan and Prioritize work: C) Assign Work: D) Promote Teamwork: E) Evaluate Performance: F) Reward Performance: G) Conform to Personnel Policies and Other Internal Regulations: H) Resolve Complaints: I) Discipline Employees: J) Coach and Develop Staff: |
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| \* | 10. | Please describe in detail your experience performing project and/or program development and budget preparation. If you do not have this experience, write in NA. |
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| \* | 11. | Please outline below, in paragraph form, three emerging issues, trends, and/or concerns facing California probation departments over the next three to five years. Include what you believe to be the potential impact of each issue on the Probation Department. |
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| \* Required Question | | |