



COUNTY OF SHASTA
INVITES APPLICATIONS FOR THE POSITION OF

COMMUNITY SERVICES COORDINATOR

THE CURRENT VACANCY IS IN THE
SHASTA COUNTY PROBATION DEPARTMENT

ORAL EXAM IS TENTATIVELY SCHEDULED FOR JULY 2025

SEE "SPECIAL REQUIREMENT" SECTION REGARDING
POSSESSION OF A VALID DRIVER'S LICENSE

RESPONSES TO SUPPLEMENTAL QUESTIONS REQUIRED

FINAL FILING DATE: JULY 9, 2025 AT 12:00 PM



SALARY INFORMATION

\$4,161 - \$5,311 APPROXIMATE MONTHLY* / \$24.00 - \$30.64 APPROXIMATE HOURLY*

Please refer to the appropriate Bargaining Unit Memorandum of Understanding for potential future salary increases Please visit <https://www.shastacounty.gov/personnel/page/labor-agreements-mous>.

ABOUT SHASTA COUNTY

Shasta County offers all the amenities of the big city while retaining a comfortable small-town atmosphere. With its natural beauty, affordable housing, excellent educational system, abundance of recreational opportunities, and excellent quality of life, Shasta County is a great place to live, work, and raise a family.

ABOUT THE DEPARTMENT

The Probation Department conducts pre-sentence investigations, prepares pre-sentence reports, and makes placement recommendations for juveniles and adults accused of felonies. Following sentencing, the department monitors all individuals given terms of probation. The major divisions and "core" functions of the department

are adult and juvenile intake, and adult and juvenile supervision.

The Shasta County Juvenile Rehabilitation Facility (JRF) is a 24-hour secure detention facility administered by the Probation Department. The JRF is responsible for the care, custody, and control of youth and transitional aged youth up to twenty-five years of age. Our mission is accomplished by ensuring staff serve as role models and project an appearance, attitude and behavior which creates an atmosphere conducive to positive change, and by working closely with our community partners to deliver research driven programs targeting the individual needs of our population.

ABOUT THE POSITION

Positions in this classification may be assigned to specific duty assignments in different departments that emphasize particular kinds of knowledge and abilities. The common thread is that under supervision, incumbents will coordinate and have oversight of community service programs for referred individuals. This position is responsible for responding to referrals, coordinating placements with approved nonprofit organizations and service sites, monitoring participant progress, maintaining effective communication with the Court and justice partners, conducting community outreach to build and sustain program partnerships, and may facilitate community service activities on-site at probation campuses.

An incumbent works to develop new community work sites, oversees existing sites, coordinates the Probation operated community service programs, and acts as liaison to the many governmentally operated community service programs.

DISTINGUISHING CHARACTERISTICS

This position is a unique classification and different from the Deputy Probation Officer series in that there are no statutory investigative or caseload supervision responsibilities and the principal duties involve coordination of programs within the department and the community.

IDEAL CANDIDATE

EXAMPLES OF DUTIES

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

Oversees and coordinates community service referrals from the Court and justice partners, conducting participant intake interviews, assigning individuals to appropriate nonprofit or public service sites, monitoring participant compliance, verifying service hours, and maintaining regular communication with placement sites to ensure successful completion of assignments. The coordinator enters and updates participant information in the case management system, compiles statistical data, and serves as a liaison between the Court, probation staff, and community organizations, ensuring timely and accurate communication. The coordinator may also lead and supervise work program service activities at probation campuses or in the community to provide structured engagement for participants. Additionally, this role includes community outreach to recruit and sustain placement site partnerships, maintaining organized records, responding to inquiries, and supporting the ongoing development and evaluation of the community service program.

QUALIFICATIONS

It is the responsibility of applicants to identify in their application materials how they meet the minimum qualifications listed below.

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Community resources; computer use and appropriate software and hardware; public relations; public agency work programs; general policies of California League of Alternative Work Programs; basic policies and procedures of Probation operated programs; general knowledge of child labor law; community organizing and constituency building; standard tools, methods, practices and materials involved in mechanical craft projects or work assignments; and safe work practices.

Ability to: Communicate effectively with community service program managers; establish and maintain cooperative relationship with department staff and other public and private nonprofit agencies; make effective presentations to small and large groups of people; gather and analyze data; recommend and implement program changes; be imaginative and resourceful in problem resolution; provide guidance and direction to agency staff; communicate effectively orally and in writing; address and correct deficiencies at community work sites; use the tools, materials, and equipment involved in several trades; design and coordinate staff training in areas pertinent to the job assignment; establish and maintain effective relationships with clients and the community; and function effectively in a multi-cultural environment.

MINIMUM QUALIFICATIONS

Four (4) years of experience coordinating, developing, or providing community services or resources.

Up to two (2) years of related education in a field related to the job assignment may be substituted for the experience requirement on a year-for-year basis.

SPECIAL REQUIREMENTS

Possession of a valid California driver's license.

SUPPLEMENTAL QUESTIONS

Responses to the following must be submitted with a completed application.

1. Do you possess four (4) years of experience coordinating, developing, or providing community services or resources? Yes / No If "Yes," please provide details including, but not limited to, employers, dates of employment, and job duties. If "No," type N/A.
2. I acknowledge this position requires a valid California driver's license. Yes / No

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to hundred (100) pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

OTHER CONSIDERATIONS

- All new employees are required to have their paycheck directly deposited to a bank account.
- Some positions may require a valid California driver's license and acceptable driving record according to County policy.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
- Shasta County participates in E-Verify. For more information visit https://www.e-verify.gov/sites/default/files/everify/posters/IER_RighttoWorkPoster.pdf. If you do not have internet access, contact Personnel at (530) 225-5515 to request a flyer.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
- Positions in this classification are covered by a collective bargaining agreement between the County and the United Public Employees of California – General Unit.
- Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees' Pension Reform Act (PEPRA) and other applicable laws, an

employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62. An employee in this classification will also contribute up to 9.5% his/her pay to this plan or will contribute such other amount to the plan as authorized by PEPR and other applicable laws. Please visit our employees benefit page at <https://www.shastacounty.gov/personnel/page/employee-benefits> for additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County website are for information purposes only. To the extent the provisions of the flyer or the County website are inconsistent with PEPR and other applicable laws, PEPR and other applicable laws shall govern.

APPLICATION & SELECTION PROCEDURES

Shasta County Personnel will accept applications and responses to the supplemental questions until 12:00 p.m., on **July 9, 2025**. A Resume and/or Cover Letter will be accepted in addition to the application form but will not serve as a substitute for a completed application. ***It is not acceptable to complete the application with statements such as, "Refer to Resume and/or Cover Letter," or "See Attached Resume and/or Cover Letter" the employment application must be completed in its entirety prior to submission. Incomplete applications will not be processed.*** Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.

Veterans' Credit: Veterans (as defined by California Government Code section 18973) who have been discharged from military service under conditions other than dishonorable and who receive a passing score on all components of the employment examinations (up to and including oral examinations) shall receive credit for an additional five points to be added to their final examination score. To be considered for this credit, a veteran **MUST** provide a copy of his or her discharge document (DD-214 or equivalent) and information as to the type of discharge (honorable, dishonorable, etc.) **WITH THE EMPLOYMENT APPLICATION ON OR BEFORE THE FINAL FILING DATE.**

Applicants are encouraged to apply on-line at www.ShastaCountyCareers.com or submit an application to the Shasta County Personnel Office.

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.

Shasta County will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if Shasta County is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report. Find out more about the Fair Chance Act by visiting calcivilrights.ca.gov/fair-chance-act.



SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Shasta County Personnel

1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515

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