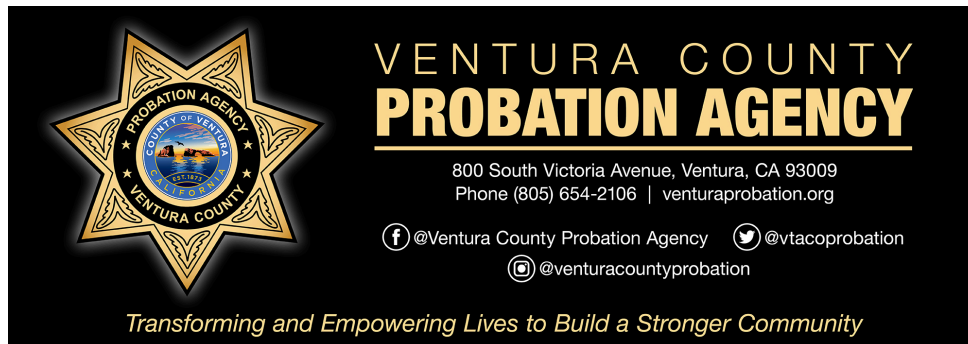




Ventura County Deputy Probation Officer I

SALARY	\$27.71 - \$41.70 Hourly \$2,216.43 - \$3,335.82 Biweekly \$4,802.26 - \$7,227.61 Monthly \$57,627.10 - \$86,731.34 Annually	LOCATION	throughout Ventura County, CA
JOB TYPE	Full-Time Regular	JOB NUMBER	0612VPA-24AB (AI)
DEPARTMENT	Probation Agency (recruitment by CEO-HR)	OPENING DATE	08/02/2024
CLOSING DATE	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:

- **A general salary increases (GSI)** of 4.0% effective July 6, 2025, and 3.5% effective July 5, 2026.
- **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 \$15,782 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 \$.69 per hour (Level I), \$1.38 per hour (Level (II)), or \$2.81 per hour (Level III).
- **Holidays** - 12 paid days per year which includes a scheduled floating holiday.

- **Uniform Allowance** - A uniform allowance of \$1,050 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

Deputy Probation Officer I (DPO I) is a professional journey-level sworn peace officer. Under general supervision, DPO I's utilize evidence-based intervention strategies and programs and supervise probationers focusing on an offender's risks and needs in an effort to change behavior to reduce recidivism. Additionally, DPO I's perform duties related to the care, custody, and control activities within a detention facility. Assume role of shift lead worker as needed. Responsible for program component(s) and/or special projects. Positions in this class are only found in the Probation Agency. Applicants must be willing and able to work any shift assignment, including rotating shifts, nights, holidays, weekends, and overtime as required.

PAYROLL TITLE: Deputy Probation Officer I

Deputy Probation Officer I is represented by the 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: August 2, 2024

CLOSING DATE: Continuous and may close at any time; therefore, apply as soon as possible if you are interested in it. 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: All applications will be reviewed weekly beginning the week of August 5, 2024

Examples Of Duties

DPO I's work at a 24-hour detention facility supervising juvenile detainees. Duties include, but are not limited to, the following:

- Supervises the conduct and behavior of persons in an institutional setting.
- Plans, organizes, and directs detainee activities.
- Maintains effective safety and security procedures within the facilities at all times.
- Enforces facility rules, regulations, and policies.
- Works effectively and takes appropriate actions in emergency or crisis situations.
- Restrains and/or subdues hostile and/or violent detainees, de-escalates violent behavior which may involve the use of verbal skills, pepper spray, physical force, and/or the use of restraints.
- Searches for weapons and other contraband articles.
- Prepares various reports, including incident reports, observation reports and case plans on detainee's attitude, behavior, appearance, interest, skills, progress, and needs.
- Conducts strip or pat searches and collects and tests specimens when required.
- Coordinates the transportation of youth and young adults for activities which require them to leave the facility.
- Administers first aid when required, which may include administering Naloxone.
- Provides orientation to new detainees.
- Supervises consumption of medication as directed by professional medical personnel.
- May be responsible for training newer and/or reassigned officers.
- Successfully completes all officer safety training classes.
- Maintains proficiency in Agency approved tactics such as control/restraint methods, the use of Oleoresin Capsicum (OC) pepper spray, Conducted Energy Weapon (TASER) mechanical restraints, and blocking and defensive striking techniques.
- Manages Central Control at the Juvenile Facility to control movement within the facility.
- Responsible for the admission and booking process of detainees.

- Supports and assists in the delivery of detained youth's individualized case plans which include understanding the youth assessed needs and working with the detainee, their family, and collaborative partners to address those needs.
- Assists in directing, training and performing projects of limited scope.
- Collaborates and interacts with contracted government agencies, community-based organizations, volunteers, and others.
- Logs and makes chrono entries, data collection, and maintenance of required records and reports.
- Assumes responsibility as shift leader in the absence of the facility Senior Deputy Probation Officer (Sr. DPO).
- May function in a lead capacity in the absence of a Sr. DPO, or in operations involving routine processes.
- May act as a witness in court.
- Performs 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:

In addition to all the foregoing, no specific experience or training beyond that set forth immediately below is required; however, applicants must demonstrate an aptitude and willingness to perform those duties set forth in the section entitled "Examples of Duties" above.

- Applicants must be 21 years of age by the time of appointment.
- Must have a high school diploma, GED, or equivalent.
- Must not be convicted of a felony.

SPECIAL REQUIREMENTS:

License – Must possess and maintain a valid class C California driver license.

DESIRED:

Completion of the PC832 (Arrest, Search and Seizure) training, First Aid, and CPR training.

Supplemental Information:

Deputy Probation Officer Is work at a 24-hour facility, supervising either juvenile or young adult detainees. Work typically is performed either in the community, correctional facilities, or an office environment. Incumbents may encounter hostile reactions from others in the course of performing the job and may be required to restrain rebellious and violent individuals. Incumbents are required to work overtime and rotating shifts (including nights, weekends, and holidays) and flexible schedules to accommodate training and other special needs of the Agency. As dictated by operational needs, staff will be reassigned to other schedules, facilities, and programs, regardless of their initial and/or desired assignments.

ADDITIONAL SELECTION & EMPLOYMENT INFORMATION:

Physical and Psychological Requirements - Prior to final appointment, applicants must submit to physical and psychological examinations provided by the County to determine their ability to meet Peace Officer standards. The physical examination will determine whether the applicant has the dexterity, strength, endurance and physical ability to restrain assaultive, combative, or violent offenders. The psychological examination will include the administration of psychological tests which include 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 – DPO I will be required to attend and successfully complete approximately 168 hours of State-mandated training during the first year, per the California Board of State and Community Corrections. All DPOs are required to attend 24-40 hours of approved training each year thereafter. A portion of the first-year training will include physical conditioning to meet the physical standards. Additionally, DPOs are required to successfully complete all required officer safety training classes, PC832 (Arrest, Search and Seizure) and Public Safety-First Aid with Naloxone.

Maintain proficiency in Agency approved tactics such as control/restraint methods, the use of Oleoresin Capsicum (OC) pepper spray, Conducted Energy Weapon (TASER) mechanical restraints, and blocking and defensive striking techniques.

Probationary Period - individuals appointed to the position of DPO I are required to serve at least a one (1) year probationary period subject to satisfactory performance.

Knowledge, Skills, and Abilities:

Some working knowledge of:

- Federal, State, and local criminal justice laws, regulation and codes;
- Law enforcement procedures and related legal terminology;
- Human behavior and theories of criminology;
- Social and psychological theory (i.e. substance abuse, abnormal and deviant behavior, growth and development, group, family, and individual dynamics);
- CPR, safety, first aid, and life saving techniques;
- Modern principles of supervision, custodial care and counseling.

Some working ability to:

- implement and enforce institutional, Agency and County policies and regulations;
- Function under stress and exercise sound judgement in emergency situations;
- Maintain security measures during supervision of persons in custody;
- Observe and record events accurately and concisely;
- Interpret aberrant behavior of individuals and groups;
- Communicate effectively orally and in writing with people of various educations, socio-economic and cultural background;
- Effectively counsel individuals and groups;
- Assess situations to prevent or solve problems and take appropriate course of action.

Recruitment Process

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. 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 applications 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 - 100%: 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.

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 Kristy Madrigal by email at Kristy.Madrigal@ventura.org or by telephone (805) 654-5094.

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.

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 I 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 DPO I and for the County of Ventura in assessing your suitability for the position.

1. Being under twenty-one (21) years of age by the time of appointment.
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. Use of narcotics or other habit-forming drugs (other than prescribed) may disqualify. Failure to reveal prior use will disqualify.
6. Conviction of or sustained petitions for a sex crime
7. Having any convictions for violent crimes or domestic violence incidents that prohibit the possession of a firearm under 29805 PC.
8. Conviction of two or more misdemeanors in the past ten (10) years.
9. History of serious financial irresponsibility within the past five (5) years.
10. Failure to submit complete, necessary application and/or background check materials.
11. An unwillingness to perform duties of the position as evidenced by a "no" response to key questions on the supplemental questionnaire.
12. 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.
13. 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**

Have you graduated from high school or passed the GED?

- Yes
- No

***QUESTION 3**

Will you be at least 21 years old at the time of appointment to the position of Deputy Probation Officer I?

- Yes
- No

***QUESTION 4**

Are you willing to work weekends and holidays?

- Yes
- No

***QUESTION 5**

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

- Yes
- No

***QUESTION 6**

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

- Yes
- No

***QUESTION 7**

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

- Yes
- No

QUESTION 8

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

- Yes
- No

***QUESTION 9**

Are you willing to have your background thoroughly investigated?

- Yes
- No

***QUESTION 10**

Are you willing to undergo a thorough psychological examination?

- Yes
- No

***QUESTION 11**

Are you willing to work with both juveniles and adults?

- Yes
- No

***QUESTION 12**

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

- Yes
- No

***QUESTION 13**

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

- Yes
 No

***QUESTION 14**

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

- Yes
 No

***QUESTION 15**

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

- Yes
 No

***QUESTION 16**

Have you ever been convicted of a felony?

- Yes
 No

***QUESTION 17**

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 18**

By entering your name in the box below, you certify that you understand that as part of the selection process for DPO I 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/medical 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 I including, but not necessarily limited to, those listed above 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