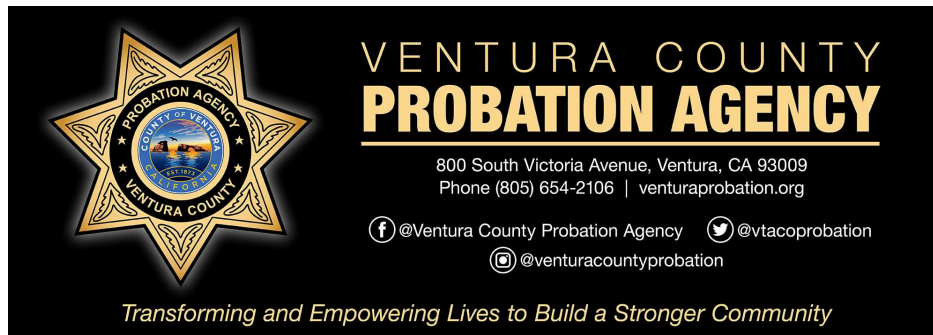




Ventura County
 Division Manager - Probation Agency

SALARY	\$55.58 - \$77.82 Hourly \$4,446.66 - \$6,225.93 Biweekly \$9,634.42 - \$13,489.52 Monthly \$115,613.09 - \$161,874.20 Annually	LOCATION	Ventura and may require travel throughout Ventura County, CA
JOB TYPE	Full-Time Regular	JOB NUMBER	0815VPA-25AA (AI)
DEPARTMENT	Probation Agency	OPENING DATE	02/26/2025
CLOSING DATE	3/12/2025 5:00 PM Pacific		

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 degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate degree.
- **Annual Leave Redemption** - The option to cash out up to 100 hours out of 208 total accrued Annual Leave hours per year. A candidate selected for this position will earn 208 hours per year increasing to 288 hours after 5 years of service.
- **Deferred Compensation** - Section 457 Plan and/or 401(k) Shared Savings Plan with up to a 3% match on your 401(k) contributions. Following five (5) years of continuous County service, an additional 2% non-elective contribution will be made to the 401(k) plan.
- **Health Plans:** Full time employees are afforded a flexible credit allowance for purchasing medical, dental, and/or vision insurance from a group of authorized plans: Tier one for employee only is \$502 per biweekly pay period, tier two for employee plus one is \$730 per biweekly pay period and tier three for employee plus family is \$905 per biweekly pay period.
- **Flexible Spending Accounts:** Pre-tax benefit towards eligible medical, dental, and vision care expenses.
- **Pension Plan** - Participation in the County's defined pension plan.
- **Bilingual Incentive** - This position is eligible for a bilingual incentive depending upon operational need and certification of skill. This may be \$.69 per hour (Level I), \$1.00 per hour (Level II), or \$1.32 per hour (Level III).
- **Holidays** - 12 paid days per year which includes a scheduled floating holiday.

County Government

Ventura County is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, as well as to advise, assist and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction.

The Position

Under general direction, plan, organize, direct, supervise, coordinate, and be responsible for the administration and operation of a divisional program or major institutional facility in the Probation Agency and to assist in the development of agency policies and procedures and in other matters of agency administration.

Distinguishing Characteristics:

This classification differs from that of Supervising Deputy Probation Officer in that incumbents are fully responsible to the Agency Director and the Chief Deputy for the administration of a division or major correctional facility in the Probation Agency.

ARMED UNIT PREMIUM PAY: In accordance with Sec. 408 of the Management Resolution, Probation employees designated by the Director of the Probation Agency to carry a firearm in the course of performing assigned duties during assigned working hours, and regularly assigned to supervise an armed unit, shall be eligible to receive premium pay of eight and one-half percent (8.5%) of their base bi-weekly pay (exclusive of other additions).

AGENCY/DEPARTMENT: Ventura County Probation Agency

Manager - Probation Agency is a Management classification and is not eligible for overtime compensation. Incumbents in this classification are eligible for benefits at the MB3 level.

The eligible list established from this recruitment may be used to fill current and future Regular, (including Temporary and Fixed-term), Intermittent, and Extra Help vacancies within the VC Probation Agency. There is currently one (1) vacancy.

TENTATIVE SCHEDULE

OPENING DATE: Wednesday, February 26, 2025

CLOSING DATE: Wednesday, March 12, 2025

APPLICATION REVIEW COMPLETE: Friday, March 14, 2025

ORAL EXAMINATION: Tentatively the Week of March 24th.

Examples Of Duties

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

- Plans, organizes, directs, supervises, coordinates, and manages a divisional program or an institutional facility, and/or satellite program.
- Supervises, trains, develops evaluates, and instructs staff engaged in providing casework to adults and juveniles.
- Participates in the development of agency policies and procedures; works cohesively as part of the Executive team.
- Makes recommendations and participates in the development and implementation of new and improved operational procedures.
- Assists in the preparation and administration of the agency budget.
- Prepares comprehensive special reports and recommendations relating to legal requirements, judicial rulings and other related matters as requested.
- Represents the Probation Agency and may appear before a variety of agencies and groups to explain and interpret laws, programs, policies, and procedures.
- Participates in staff selection as necessary.
- Confers with judges and other interested agencies relating to probation cases/matters.
- Assumes responsibility for inmate health and safety and security of institution.
- Performs any other related work 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, TRAINING and EXPERIENCE: The required knowledge, skills and abilities can be obtained by:

A) Possession of either a high school diploma or a General Education (GED) certificate **AND** nine (9) years extensive experience in the probation, correctional and/or institutional fields which has led to the acquisition of the required knowledge, skills and abilities, two (2) of which must have been in a capacity equivalent to a Supervising Deputy Probation Officer with the Ventura County Probation Agency; **OR**

B) An Associate of Arts degree or sixty (60) units of academically oriented coursework* **AND** seven (7) years of increasingly responsible corrections work experience, two (2) of which must have been in a capacity equivalent to a Supervising Deputy Probation Officer with the Ventura County Probation Agency; **OR**

C) A Bachelor's degree* (preferably in behavioral science, social science, psychology, sociology, criminology, or a related field) **AND** five (5) years of increasingly responsible probation work, two (2) of which must have been in a capacity equivalent to a Supervising Deputy Probation Officer with the Ventura County Probation Agency.*College degrees and coursework must have been attained/earned at an accredited college or university.

Necessary Special Requirements:

- The Probation Agency Division Manager is a Peace Officer pursuant to Sections 830 and 830.5 of the Penal Code and Sections 1029, 1031 and 1031.5 of the Government Code and must meet all of the minimum standards contained therein including:
 - Age: Must be at least 21 years of age.

- o **U.S. Citizenship:** Persons applying for Peace Officer positions must be U.S. citizens, permanent resident aliens who have applied for citizenship or legally authorized to work in the U.S. Permanent resident aliens who have applied for citizenship will be required, if hired, to provide yearly proof of their application status with the Office of Homeland Security, United States Citizenship and Immigration Services (U.S. CIS) formerly the Immigration and Naturalization Service (INS). Failure to cooperate with U.S. CIS or denial of citizenship will result in termination of employment.
- o **Felony Convictions:** Persons convicted of a felony are prohibited from being appointed to governmental peace officer positions.
- o **Physical and Psychological Requirements:** Prior to appointment, applicants may be submitted 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 rebellious or violent offenders. The psychological examination will include the administration of psychological testing instruments (which include an assessment of psychological factors) and an interview with a County designated psychologist.
- o **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. Applicants may be subject to a polygraph examination.
 - Possession of a valid California driver license is required.
 - May be required to participate in and successfully complete all officer training classes. Maintenance of proficiency in Agency approved tactics such as control/restraint methods, the use of Oleoresin Capsicum (OC) spray, mechanical restraints and blocking and defensive striking techniques.
 - Participation in the arming program when selected, upon selection must successfully complete all classroom and range requirements and maintain proficiency in the use of Agency issued firearms.
 - Persons appointed for this classification will be required to attend and successfully complete 80 hours of State-mandated training during the first year of employment and 40 hours every year thereafter.

Knowledge, Skills and Abilities

Extensive knowledge of: current and emerging administrative, legislative, political and judicial requirements and trends in the field of probation and correctional services; modern principles of adult and juvenile probation and corrections, and alternate types of programming for both adults and juveniles; laws and decisions affecting adult and juvenile probation work; the budgetary process, grants, their funding sources and administration; management and supervisory techniques and principles; community resources and their utilization in an institutional setting; and, psychological principles and techniques applicable to care and rehabilitation of clients.

Comprehensive ability to: supervise, evaluate and develop subordinate staff, assess their training needs and develop appropriate support systems or programs to address those needs; analyze resource needs, budget expenditures, and administer a division-wide budget within allocated resources; creatively make decisions and appropriately apply management principles and procedures in a variety of situations; analyze organizational, program and supervisory programs, develop alternatives and recommend appropriate solutions; prepare and write complex reports and communicate effectively orally and in writing; and, establish and maintain effective working relationships with the courts, other agencies, the general public, staff, and clients of all ages, from a variety of cultural and economic backgrounds.

Supplemental Information:

Work is primarily performed in an office environment or in an adult or juvenile institution for offenders. Incumbents assigned to an institutional facility may be required to work nights, weekends and holidays on an on-call basis.

Recruitment Process

FINAL FILING DATE: Applications must be received by County of Ventura Human Resources no later than 5:00 p.m. on Wednesday, March 12, 2025.

To apply online, please refer to our web site at www.ventura.org/jobs. A paper application can be obtained by calling (805) 654-5129. Our address is County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Note to Applicants: Sufficient information must be provided under the Education/Work Experience portion of the application and supplemental questionnaire to thoroughly and accurately demonstrate your qualifications 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.

SUPPLEMENTAL QUESTIONNAIRE – qualifying

All applicants are required to complete and submit the questionnaire for this examination at the time of filing. This questionnaire 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 further consideration.

APPLICATION EVALUATION – qualifying

All applications will be reviewed to determine whether or not the stated requirements are met. Applicants meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

TRAINING & EXPERIENCE EVALUATION: A Training and Experience Evaluation (T&E) is a structured evaluation of the job

application materials submitted by a candidate, including the written responses to the supplemental questionnaire. The T&E is NOT a determination of whether the candidate meets the stated requirements; rather, the T&E is one method for determining who are the better qualified among those who have shown that they meet the stated requirements. In a T&E, applications are either scored or rank ordered according to criteria that most closely meet the business needs of the department. Candidates are typically scored/ranked in relation to one another; consequently, when the pool of candidates is exceptionally strong, many qualified candidates may receive a score or rank which is moderate or even low resulting in them not being advanced in the process.

ORAL EXAMINATION - 100%: A job-related oral examination may be conducted to evaluate and compare participating examinees' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Examinees must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

NOTE: The selection process will likely consist of an Oral Exam, which may be preceded or replaced with the score from a Training and Experience Evaluation (T&E), contingent upon the size and quality of the candidate pool. In atypical T&E, your training and experience are evaluated in relation to the background, experience and factors identified for successful job performance during a job analysis. **For this reason, it is recommended that your application materials clearly show your relevant background and specialized knowledge, skills, and abilities. It is also highly recommended that the supplemental questions within the application are completed with care and diligence. Responses such as "See Resume" or "Refer to Resume" are not acceptable and may disqualify an applicant from further evaluation.**

If there are three (3) or fewer qualified applicants, an oral examination will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant 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 examination process, certified candidates who have been invited to a selection interview and accepted a conditional offer of employment, 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.

For further information about this recruitment, please contact Kristy Madrigal by email at kristy.madrigal@ventura.org or phone (805) 654-5094.

EQUAL OPPORTUNITY EMPLOYER

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.

Employer

Ventura County

Address

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

Phone

(805) 654-5129

Website

<http://hrventura.org>

Division Manager - Probation Agency Supplemental Questionnaire

***QUESTION 1**

Please choose the statement below which best describes your qualifications for this position. NOTE: *College degrees and coursework must have been attained/earned at an accredited college or university.

- Possession of either a high school diploma or a General Education (GED) certificate AND nine (9) years extensive experience in the probation, correctional and/or institutional fields which has led to the acquisition of the required knowledge, skills and abilities, two (2) of which must have been in a capacity equivalent to a Supervising Deputy Probation Officer with the Ventura County Probation Agency;
- An Associate of Arts degree or sixty (60) units of academically oriented coursework* AND seven (7) years of increasingly responsible corrections work experience, two (2) of which must have been in a capacity equivalent to a Supervising Deputy Probation Officer with the Ventura County Probation Agency;

A Bachelor's degree* (preferably in behavioral science, social science, psychology, sociology, criminology, or a related field) AND five (5) years of increasingly responsible probation work, two (2) of which must have been in a capacity equivalent to a Supervising Deputy Probation Officer with the Ventura County Probation Agency.

***QUESTION 2**

Please provide a summary of your education and professional experience in the probation, correctional and/or institutional fields. In your response include the following:

- A) Name of employer(s) where you gained the experience**
- B) Job Duties performed**

Employer(s) where you obtained the experience must be included in the previous work experience section to be considered qualifying.

If you do not have this type of experience, state, "No Experience."

***QUESTION 3**

Please explain how you have prepared yourself to manage a team of highly capable and experienced supervisors responsible for areas outside your expertise? In your response include the following:

- A) Name of employer(s) where you gained the experience**
- B) Number of employees supervised and assignment areas**
- C) Experience with performance reviews and/or disciplinary actions**

Employer(s) where you obtained the experience must be included in the previous work experience section to be considered qualifying.

If you have no experience in this area, please type "no experience."

* Required Question