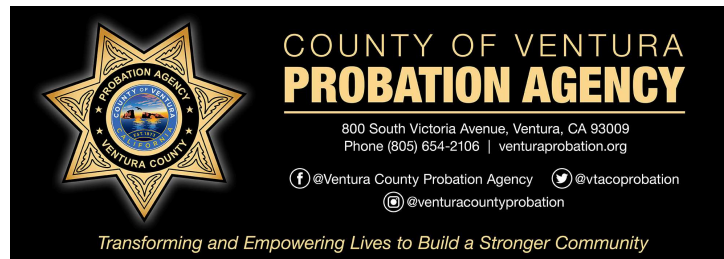




Ventura County Supervising Deputy Probation Officer

SALARY	\$3,377.51 - \$4,728.98 Biweekly \$7,317.94 - \$10,246.12 Monthly \$87,815.29 - \$122,953.45 Annually	LOCATION	throughout Ventura County, CA
JOB TYPE	Full-Time Regular	JOB NUMBER	1875VPA-24AB (KM)
DEPARTMENT	Probation Agency (recruitment by CEO-HR)	OPENING DATE	12/04/2024

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 increase (GSI)** of 3.5% effective December 22, 2024.
- **Educational Incentive** for completion of an associate degree (2.5%), a bachelor's degree (3.5%), or a graduate degree (5%).
- **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 benefit plan which has reciprocity with CalPERS.
- **Bilingual Incentive:** Proficiency levels by exam are \$.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, incumbents are responsible for the administration/operation of a unit in the Probation Agency, for assisting in the management of a custodial facility or for acting as a specialized assistant to management staff by developing and/or implementing policies and procedures; selecting, training, supervising and evaluating subordinates; and performing other duties as required. The ideal candidate will have considerable knowledge of the Ventura County Probation Agency's mission, vision, and values. They will have strong leadership qualities and have considerable experience which demonstrates initiative and good judgment.

Distinguishing Characteristics:

This is a management classification in the Deputy Probation Officer classification series. This classification is characterized by responsibility for the operations of a unit within a division of the agency or an assignment overseeing a custody facility-based program or an assignment in some specialized capacity.

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

Supervising Deputy Probation Officer 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 are currently two (2) Regular vacancies.

TENTATIVE SCHEDULE

OPENING DATE: Wednesday, December 4, 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.

FIRST REVIEW OF APPLICATIONS COMPLETE: Wednesday, December 18, 2024

Examples Of Duties

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

- Provide leadership, mentor subordinates, and assume operational responsibility.
- Plan, organize, and oversee the daily workload activity of a unit.
- Review, audit and evaluate work of subordinates.
- Analyze court reports and documents prepared by staff to assure completeness, accuracy and clarity.
- Assist in the development and/or implementation of departmental policies and procedures.
- Identify areas of needed training, ensure staff completes training, and develop appropriate in-service training programs.
- Prepare staff performance reviews and/or disciplinary matters.
- Work in collaborative efforts with other units, representatives of law enforcement, courts, public sector, community-based and private organizations in areas of mutual interest to promote public safety.
- Interpret and execute court orders.
- Provide oversight of contractors and vendors.
- Participate in various phases of the hiring/promotional process.
- Assist in developing budget and expenditure control data.
- Control and direct the case classification program for the unit; confer with officers regarding case plans and progress, resources and services for clients, and approve recommendations for pending court cases.
- Confer with judges and other interested agencies regarding matters of mutual interest.
- Coordinate and oversee special projects, programs, and/or related assignments.
- Perform probation joint operations, 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 individuals.
- Search probationers and their property and obtain samples of bodily fluids for substance abuse testing.
- Participate in and successfully complete all officer safety training classes. 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.
- Participate in the arming program when selected, successfully complete all classroom and range requirements and maintain proficiency in the use of Agency issued firearms.
- Successfully complete Public Safety First Aid and Naloxone Administration Training, including recertifications as required.
- Transport probationers and other individuals as necessary.
- Depending on assignment, may be expected to perform any and all responsibilities of subordinate staff.

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:

To qualify for this classification, an individual must possess the education, training, and experience that would produce the required knowledge, skills, and abilities.

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** seven (7) years extensive experience in the probation, correctional and/or institutional fields which has led to the acquisition of the required knowledge, skills, and abilities, three (3) years of which must have been in a capacity equivalent to a Senior 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** five (5) years increasingly

responsible probation work experience, three (3) years of which must have been in a capacity equivalent to a Senior 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** three (3) years increasingly responsible probation work experience, which must have been in a capacity equivalent to a Senior Deputy Probation Officer with the Ventura County Probation Agency.

College degrees and coursework must have been attained/earned at an accredited college or university.

DESIRED:

Four (4) years of diverse experience in a capacity equivalent to a Senior Deputy Probation Officer with the Ventura County Probation Agency is highly desired. Diverse experience can include but is not limited to adult/juvenile field and investigation assignments.

NECESSARY SPECIAL REQUIREMENTS:

Supervising Deputy Probation Officers are Peace Officers 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 the minimum standards contained therein. Applicants must be willing and able to work any shift assignment at locations throughout the County, including rotating shifts, holidays, weekends, and overtime if required.

Applicants must have already met all CORE training requirements for Deputy Probation Officer or have received equivalency approval by the Board of State and Community Corrections.

Age: Must be at least 21 years of age.

U.S. Citizenship: Persons applying for Peace Officer positions must be U.S. citizens or permanent resident aliens who have 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.

Felony Convictions: Persons convicted of a felony are prohibited from being appointed to a governmental Peace Officer position.

License: Possession of a valid California driver license is required. Possession of a valid California Class B driver license may be required for certain assignments. Where required, the employee must obtain such a license.

Supplemental Information:

Incumbents can be assigned to an armed or unarmed unit; perform arrests, residential searches and other peace officer duties and may work with other law enforcement agencies to promote public safety and performs related duties as required.

Work is typically performed in the field, corrections facilities, office, or court settings. Incumbents may encounter hostile reactions from clients and others in the course of performing the job and may be required to restrain assaultive, combative or violent offenders.

Physical and Psychological Requirements: Prior to appointment, applicants must submit to physical and psychological examination 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 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. Applicants may be subject to a polygraph examination.

Training: Persons appointed in this classification are mandated by the state to attend and successfully complete 40 hours of approved training per year.

KNOWLEDGE, SKILLS, & ABILITIES:

Considerable knowledge of:

- The organization's mission, vision and values and the integrated impact of change to the organization.
- Related laws, legal codes, court procedures, precedents, government regulations, and agency policies and procedures to promote effective local and state operations for the protection of people, confidential information, property and institutions.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Working knowledge of:

- Human behavior and performance, psychological research methods, the assessment and treatment of behavioral and affective disorders, principles for diagnosis, treatment and rehabilitation of physical and mental dysfunctions for case planning and guidance.

Some knowledge in:

- Supervisory and leadership techniques and principles.

Skill in:

- Verbal and written communication.
- Problem solving.
- Decision making.

Ability to:

- Develop and utilize appropriate community resources for a corrections function.
- Plan, train, supervise and evaluate staff.
- Exercise initiative and good judgement to perform a leadership role in assuming operational responsibility.
- Compose complex technical documents and make complex oral presentations.
- Establish and maintain effective working relationships with the courts, other agencies, the general public, staff, and clients of all ages from a variety of economic and cultural backgrounds.
- Collect, interpret, and evaluate data/information, validate conclusions, select alternatives and make appropriate decisions and recommendations.
- Effectively complete assignments under the pressure of peak workloads and statutory deadlines.

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. A paper application can be obtained by calling (805) 654-5129. Our address is: County of Ventura, Human Resources Division, 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 consideration.

APPLICATION SCREENING – 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.

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

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. 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 Ventura County Probation Agency. There are currently two (2) Regular vacancies.

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, may 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 may undergo a polygraph, psychological, and medical examination. Those entering the background process may be 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 e-mail at kristy.madrigal@ventura.org or by telephone at (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.

Agency

Ventura County

Address

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

Phone

(805) 654-5129

Website

<http://hrventura.org>

Supervising Deputy Probation Officer Supplemental Questionnaire

***QUESTION 1**

Are you at least 21 years old at the time of submitting the application for Supervising Deputy Probation Officer?

- ☐ Yes
☐ No

***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, application for citizenship, or legally authorized to work in the United States?

- ☐ Yes
☐ No

***QUESTION 3**

Are you willing and able to work any shift assignment at locations throughout the County, including rotating shifts, holidays, weekends and overtime if required?

- ☐ Yes
☐ No

***QUESTION 4**

Have you ever been convicted of a felony? NOTE: Persons convicted of a felony are prohibited from being appointed to a governmental Peace Officer position.

- ☐ Yes
☐ No

***QUESTION 5**

Do you currently possess or would you be able to obtain a valid California driver license prior to employment? NOTE: Possession of a valid California driver license is required. Possession of a valid California Class B driver license may be required for certain assignments. Where required, the employee must obtain such a license.

- ☐ Yes
☐ No

***QUESTION 6**

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

A) Possession of either a high school diploma or a General Education (GED) certificate AND seven (7) years extensive experience in the probation, correctional and/or institutional fields which has led to the acquisition of the required knowledge, skills, and abilities, three (3) years of which must have been in a capacity equivalent to a Senior 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 five (5) years increasingly responsible corrections work experience, three (3) years of which must have been in a capacity equivalent to a Senior 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 three (3) years increasingly responsible probation work experience, which must have been in a capacity equivalent to a Senior Deputy Probation Officer with the Ventura County Probation Agency.

☐ Yes

☐ No

***QUESTION 7**

Please provide in detail your education and experience that you believe meet the requirements of A, B, or C stated in the previous question. If you do not have this work experience, type "No Experience."

QUESTION 8

Have you met all CORE training requirements for Deputy Probation Officer or have received equivalency approval by the Board of State and Community Corrections?

☐ Yes

☐ No

***QUESTION 9**

Describe your experience in a leadership role. How has your experience prepared you for the responsibility for supervision, administration, and operation of a unit in the Probation Agency? If you do not have this work experience, type "No Experience."

* Required Question