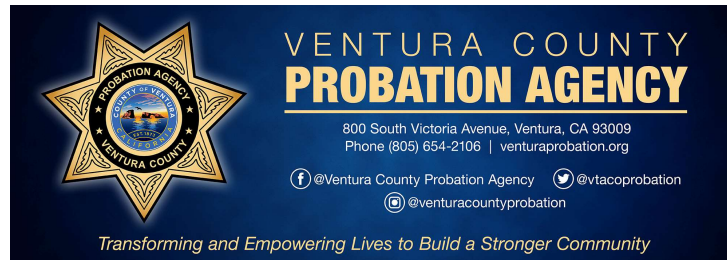




## Ventura County Facilities Operations Specialist - Probation Agency

<b>SALARY</b>	\$35.38 - \$50.70 Hourly \$2,830.11 - \$4,055.86 Biweekly \$6,131.90 - \$8,787.70 Monthly \$73,582.75 - \$105,452.35 Annually	<b>LOCATION</b>	and may be required to travel throughout Ventura County, CA
<b>JOB TYPE</b>	Full-Time Regular	<b>JOB NUMBER</b>	1707VPA-25AA (KM)
<b>DEPARTMENT</b>	Probation Agency (recruitment by CEO-HR)	<b>OPENING DATE</b>	01/15/2025
<b>CLOSING DATE</b>	1/30/2025 5:00 PM Pacific		

### Description



### WHAT WE OFFER

- **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's degree.
- **Bilingual Incentive** - Incumbents may also be eligible for bilingual incentive depending upon operational needs and certification skills.
- **Vacation Accrual** – Initially 14 days per year; after approximately 5 years of service increasing to 19 days a year; after approximately 11 years increasing to 20 days per year and then increasing 1 day a year through 15 years of service; topping out at 26 days per year after approximately 20 years of service with a maximum accumulation of 400 hours.
- **Vacation Leave Redemption** – After 14,560 hours (equivalent to 7 years) of continuous County service the ability to "cash in" or redeem up to 80 hours of vacation accrued in the same year after using 80 hours of vacation in the preceding 12 months.
- **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 3% match on your 401(k) contributions.
- **Health Plans** – You are afforded a flexible credit allowance for purchasing medical, dental, and/or vision insurance from a group of authorized plans. For Plan Year 2024 tier one for employee only is \$509 per pay period, tier two for employee plus one is \$779 per pay period and tier three for employee plus family is \$983 per pay period.
- **Flexible Spending Accounts** - Choice of participation in the Flexible Spending Accounts which increase spending power through reimbursement of pre-tax dollars for IRS approved dependent care and health care expenses.
- **Pension Plan** - Both the County and employees contribute to the County's Retirement Plan and to Social Security. If eligible, reciprocity may be established with other public retirement systems, such as PERS.
- **Holidays** - 12 paid days per year which includes a scheduled floating holiday.

### THE POSITION

Under general direction, the Facilities Operations Specialist oversees and coordinates building maintenance projects for the Ventura County Probation Agency, primarily for the Juvenile Facility (JF); provides administrative services to departmental management and performs background checks as well as other related duties as assigned.

The ideal candidate will be a detail-oriented individual with superior organizational, time management, interpersonal and communication skills (both written and verbal); experience supporting multiple projects and varying deadlines; and demonstrate sound judgement, decision making, and discretion in handling confidential and sensitive information.

**AGENCY:** Ventura County Probation Agency

**Payroll Title:** Staff/Services Specialist I

Staff Services Specialist I is represented by Service Employees International Union (SEIU) and is eligible for overtime compensation.

The eligible list established from this recruitment may be used to fill **this position only**. There is currently one (1) Regular vacancy.

#### **TENTATIVE SCHEDULE**

**Opening Date:** Wednesday, January 15, 2025

**Closing Date:** Thursday, January 30, at 5:00 p.m.

**Application Review Complete:** Week of February 3, 2025

#### **Examples Of Duties**

Duties may include but are not limited to the following:

- Conducts background checks, live scan fingerprinting and clearances for volunteers, visitors, contractors, and vendors.
- Assists in developing policies and procedures and making recommendations for changes as needed.
- Provides oversight of JF building maintenance and upgrade projects, and ensures projects are completed within the scope of work.
- Provides liaison with representatives from other agencies/departments. Answers inquiries from other staff, members of the public, vendors and contractors regarding the services provided.
- Investigates and resolves problems related to the line operation's service or contractor/vendor performance.
- Maintains a variety of records and produces management reports using automated systems, manuals and other reference materials.
- Works on special projects as assigned by agency/department management in a multitude of areas researching topics and issues, writing reports, analyzing data and preparing narrative reports.
- Manages, coordinates, and resolves Juvenile Facility (JF) building-specific maintenance work orders and requests.
- Audits Cleared to Enter Facility lists.
- Performs building inspections to ensure compliance with BSCC Title 15 and 24 - Minimum Standards For Local Detention Facilities; identifies and prioritizes needed repairs and maintenance and leads the facility inspection team.
- Coordinates facility access for vendors, contractors and outside providers.
- Coordinates and conducts facility orientations for visitors, contractors, and vendors.
- Maintains a tracking system for projects, facility security access, and facility water/energy consumption.
- Communicates building maintenance and projects problems/issues to management.
- Performs a variety of staff projects and assignments in direct assistance to departmental management staff.
- Assists in key control coordination.
- Completes equipment inventory checks.
- Performs other related 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, TRAINING and EXPERIENCE**

Considerable education and/or experience performing facility maintenance management which would provide the required knowledge, skills and abilities (KSAs). For example, possession of the requisite KSAs could be demonstrated by:

- Five (5) years of experience operating and maintaining a large facility and/or overseeing and coordinating construction and/or building maintenance projects; **OR**,
- Possession of an Associate's degree in Business Administration, Facilities Management, Project Management or a related field **and** three (3) years of experience operating and maintaining a large facility and/or overseeing and coordinating construction and/or building maintenance projects; **OR**,
- Possession of a Bachelor's degree in Business Administration, Facilities Management, Project Management or a related field **and** one (1) year of experience operating and maintaining a large facility and/or overseeing and coordinating construction and/or building maintenance projects.

#### **NECESSARY SPECIAL REQUIREMENTS**

- Must be able to possess and maintain a valid California driver license.
- Must be willing and able to work in a law enforcement agency/environment and in a custodial setting.
- Must be willing and able to complete an extensive background investigation successfully.
- Must be willing and able to successfully complete background check training.
- Must be willing and able to successfully complete Notary Public training and certification within one (1) year of date of hire.

#### **DESIRED**

- Experience working with law enforcement agencies.
- Working knowledge of the County of Ventura's policies and procedures.
- Knowledge of background check process.
- Notary Public certification.

#### **Knowledge, Skills, and Abilities:**

Working to considerable knowledge of:

- principles and practices of effective background checks;
- the use of automated systems such as Keywatcher, Securus Phone Systems, and Ventura County Criminal Justice Information Systems (VCJIS);
- planning, organizing and directing work to meet workload demands;
- project and time management techniques and tools;
- researching and interpreting codes, regulations and policies related to the agency/department and those related to public/customer relations techniques.

Working ability to:

- coordinate and administer various projects;
- exercise independent judgment;
- develop and implement necessary work processes and related procedures;
- coordinate and assist in developing or enhancing office automation applications;
- manage projects, or contracts;
- understand the unit's goals;
- draw logical conclusions and make appropriate recommendations or adjustments as needed;
- organize and prioritize work assignments;
- read and interpret technical material;
- develop and maintain positive working relationships with internal and external customers
- operate office computer systems

#### Supplemental Information

Works primarily in an office environment in a custodial facility but may be required to travel to other Agency worksites.

### Recruitment Process

**FINAL FILING DATE: Applications must be received by the County of Ventura Human Resources no later than 5:00 PM on Thursday, January 30, 2025.** To apply on-line, please refer to our web site at [www.ventura.org/hr](http://www.ventura.org/hr). 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 Ave., L-1970, Ventura CA 93009.

**Note to applicants:** It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/they 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](#)) for additional information.

**SUPPLEMENTAL QUESTIONNAIRE** – qualifying: All applicants are required to complete and submit the questionnaire for this exam at the time of filing. The supplemental questionnaire may be used throughout the exam 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.

**TRAINING & EXPERIENCE EVALUATION - 100%:** 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 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.

Applicants successfully completing the exam 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 via email at [kristy.madrigal@ventura.org](mailto:kristy.madrigal@ventura.org) or by telephone at (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.

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#### **Agency**

Ventura County

#### **Address**

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

#### **Phone**

(805) 654-5129

#### **Website**

<http://hrventura.org>

### **Facilities Operations Specialist - Probation Agency Supplemental Questionnaire**

#### **\*QUESTION 1**

**Do you possess, or can you obtain and maintain a valid California driver license at the time of hire?**

- ☐ Yes  
☐ No

#### **\*QUESTION 2**

**Are you willing and able to work in a law enforcement agency/environment and in a custodial setting?**

- ☐ Yes  
☐ No

#### **\*QUESTION 3**

**Are you willing and able to complete an extensive background investigation successfully?**

- ☐ Yes  
☐ No

#### **\*QUESTION 4**

**Are you willing and able to successfully complete Notary Public training and certification within one (1) year of date of hire?**

- ☐ Yes  
☐ No

#### **\*QUESTION 5**

**Please indicate the highest level of education you have completed.**

- ☐ High School diploma or GED  
☐ Some college  
☐ Associate's degree  
☐ Bachelor's degree or higher

**\*QUESTION 6**

Which option below best describes your full-time experience overseeing and coordinating construction and/or building maintenance projects? (NOTE: Full time is considered 40 hours per week; anything less than that must be prorated.)

- ☐ Zero (0) to less than one (1) year
- ☐ One (1) to less than two (2) years
- ☐ Two (2) to less than three (3) years
- ☐ Three (3) to less than four (4) years
- ☐ Four (4) years to less than five (5) years
- ☐ Five (5) to less than six (6) years
- ☐ Six (6) or more years

**\*QUESTION 7**

Describe your experience providing administrative support and/or assistance to a program. In your response, include the following: A. Employer name B. Your title C. Description of work performed D. Dates of employment **Employers where you obtained the experience must be included in the previous work experience section to be considered qualifying.** If no experience, please type "No experience".

**\*QUESTION 8**

Please describe your experience overseeing, coordinating, and managing projects. In your response, include the following: A. Employer name B. Your title C. Description of the work performed which may include experience with construction and/or building maintenance projects. D. Dates of employment If you do not have any experience, please type "No experience".

\* Required Question