

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## ASSISTANT PROBATION DIVISION DIRECTOR

Supplemental Questionnaire Required

Open and Promotional  
Job # 23-SW7-01

Salary: \$7,835 – 10,464 / Month

Closing Date: Monday, April 17, 2023

**THE JOB:** Under general direction, coordinate, order and schedule the day-to-day operations of juvenile hall, Adult, Pretrial or Juvenile Services Divisions (including a satellite office) of the Probation Department; supervise and train subordinate staff and perform other work as required. We are looking for candidates with the ability to utilize data to inform decision making, lead and participate in grant writing responsibilities that create equitable opportunities for success. The ideal candidates will possess exceptional leadership skills and qualities that enable them to promote the mission and vision of the department and build alignment between staff and management. Commitment to public service and promoting the wellbeing of those we serve is essential.

**THE REQUIREMENTS:** Any combination of training and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain these would be:

One year of experience equivalent to a Deputy Probation Officer III in the County of Santa Cruz. Work history must include experience working with juveniles.

OR

One year of experience equivalent to an Institutional Supervisor in the County of Santa Cruz in a juvenile detention facility.

OR

One year of experience equivalent to a Supervising Corrections Officer in the County of Santa Cruz. Work history must include experience working with juveniles.

**Special Requirements: License Requirement:** Possession of a valid California Class C Driver License (upon appointment). **Background Investigation:** Ability to pass a full background investigation to meet provisions of Government Code 1029, 1029.1 and 1031. **Special Working Conditions:** Exposure to the possibility of bodily injury; infections which may cause chronic disease or death; combative minor detainees; offensive odors;



high noise levels; insect bites; and dust and pollens. **Other Special Requirements:** Availability to work on an emergency, as needed basis.

**Knowledge:** Thorough knowledge of principles, objectives and methods of secure facility management; principles and methods of adult and juvenile probation and rehabilitation; laws, regulations and ordinances governing juvenile institutional administration; probation casework objectives, principles and methods; and the operations and interrelationships of the adult and juvenile criminal justice system and associated community based organizations. Working knowledge of psychology of adolescence and the causes of juvenile delinquency; and principles and practices of supervision, personnel and training. Some knowledge of budget preparation; and methods of facilitating groups, and the concepts of group dynamics and adult learning.

**Ability to:** Plan, schedule, coordinate and evaluate the Probation Department training program; supervise, train and evaluate subordinate staff; establish and maintain effective and cooperative working relationships with a wide variety of persons; control, direct and instruct juveniles individually and in groups; analyze situations accurately and adopt an effective course of action; effectively represent the department to other county agencies and community groups; present ideas, facts and recommendations effectively, orally and in writing; exercise independent judgment and initiative; explain the detention process and program to the public and other agencies; and input, and access and analyze data using a computer.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

## **ASSISTANT PROBATION DIVISION DIRECTOR – SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe your supervisory and leadership experience in the probation field. Include how you contribute to improving outcomes through initiatives or projects.
2. Describe how you see the role of a probation officer in supporting transformational change and outcomes of wellbeing for those they supervise.
3. Describe your knowledge of equity and inclusion and how you would help imbed the value for this in the department's culture resulting in equitable responses and opportunities.
4. Describe your work experience collaborating with local stakeholders and criminal justice partners.

### **EMPLOYEE BENEFITS:**

**VACATION** – 16 days 1<sup>st</sup> year, increasing to 31 days per year after 15 years service. Available after 1 year service.

**ADMINISTRATIVE LEAVE** – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

**HOLIDAYS** – 14 paid holidays per year.

**SICK LEAVE** – Six days per year; after 6 months.

**BEREAVEMENT LEAVE** – 3 days paid in California; 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with PERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and dependents.

**DENTAL PLAN** – County pays for employee and dependent coverage.

**VISION PLAN** – County pays for employee coverage. Employee may purchase dependent coverage.

**RETIREMENT AND SOCIAL SECURITY** – 1959 Survivor's Benefit plus pension formula 2% at age 50 or 2.7% at age 57 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County pays a portion of retirement contribution.

**LIFE INSURANCE** – County paid \$50,000 term policy. Employee may purchase additional life insurance.

**LONG TERM DISABILITY PLAN** – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

**DEPENDANT-CARE PLAN** – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** – Employees who pay a County medical premium share of cost may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**FLEXIBLE HEALTH ALLOWANCE (FHA)** – A portion of the County's contribution to employee health insurance that allows employees to have health plan purchase options. Employees who are enrolled in a County medical plan can participate in this program.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

**AUTOMATIC CHECK DEPOSIT** – Required for all employees in this bargaining unit.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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