COUNTY OF LOS ANGELES

invites applications for the position of:

DEPUTY PROBATION OFFICER I
(RESIDENTIAL TREATMENT/DETENTION SERVICES)

SALARY:
$4,056.28 - $5,038.92 Monthly
$48,675.36 - $60,467.04 Annually

OPENING DATE: 07/29/15
CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

LOS ANGELES COUNTY PROBATION DEPARTMENT
EXAM NUMBER: F8608X
FIRST DAY OF FILING: JULY 30, 2015 - UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE WITHOUT PRIOR NOTICE.
THIS ANNOUNCEMENT IS A REBULLETIN TO RE-OPEN THE FILING PERIOD. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST 12 MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION IF THEY WISH.

TYPE OF RECRUITMENT
Open Competitive Job Opportunity

CLASSIFICATION STANDARDS
Probation Officer positions hold the status of sworn, Peace Officers in the Probation Department. (Please see the Requirements and Special Information sections for additional information on Peace Officer requirements and the Background Investigation process).

Performs probation work under close supervision, assisting in and learning to perform the work of professional level probation officers involved in the care and treatment of juvenile offenders placed in either a Probation Department residential treatment facility or a detention services facility.

Officers must be able to physically restrain combative minors.

Positions allocable to this entry-level class report to a Supervising Deputy Probation Officer. They function as a junior member of a team under the leadership of a Deputy Probation Officer II. They are assigned the less difficult and less complex tasks, and are responsible for learning and applying the concepts, theories, principles, laws, and procedures of professional probation work. As a junior member of a team, positions are assigned responsibility for performing either the residential treatment facility or the detention services assignment. Deputy Probation Officer I’s must possess the ability to communicate clearly and effectively, both orally and in writing. They must possess the ability to exercise and display a working knowledge of first aid and Cardiopulmonary Resuscitation (CPR); to
accurately observe, evaluate and document group behavior; and to establish and maintain effective working relationships with wards, probation staff, court and law enforcement personnel, and community groups. They must also demonstrate an awareness of evidence-based best practice principles associated with professional probation work, risk/needs assessment instruments and processes, proper case planning and management, as well as an understanding of the various intervention programs and services options available.

**Residential Treatment**

Positions assigned to a residential treatment facility are responsible for performing the less difficult and less complex tasks associated with caseload management, dorm and facility security, supervision of work and fire suppression crews, and public relations and community liaison services. Positions are also responsible for assisting in the re-socialization of offenders.

**Detention Services**

Positions assigned to a juvenile hall are responsible for performing the less difficult and less complex tasks associated with assessing life skills, risks, and needs of juveniles, and translating those factors into treatment objectives using evidence-based best practices. Positions counsel clients on conditions of probation and the need for compliance progress toward rehabilitation, develop individual case plans, determine appropriate treatment programs and services, recommend follow-up action as appropriate, and perform caseload management, and dorm and facility security activities.

**ESSENTIAL JOB FUNCTIONS:**

- Provides for the care, safety and control of minors in a camp or a juvenile hall, maintains group and individual behavioral standards, and performs case management and life-skills assessment activities.
- Conducts the living group process, including the proper supervision of wards eating, showering, using restroom facilities, visiting, and performing school and recreation activities.
- Develops and implements supervision programs for camp wards with the assistance of a Deputy Probation Officer II.
- Conducts recreational activities, provides individual and group crisis intervention, and ensures that the minor’s health needs are met and hygiene and personal appearances are adequate.
- Provides casework services to camp wards and/or minors in a juvenile hall, prepares petitions and court reports, evaluates and maintains records on the progress of assigned cases, maintains case records and logbooks.

**REQUIREMENTS:**

**SELECTION REQUIREMENTS**

Graduation from an accredited* four-year college or university.

Candidates must meet the qualifications for designation as a Peace Officer within the Probation Department, including, but not limited to:

1) No Felony Convictions

2) U.S. Citizen

3) At least 21 years of age at the time of appointment

Appointee will be required to meet the State mandated CORE training requirements as defined by Standards for Training in Corrections.

**PHYSICAL CLASS**

4- Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

**LICENSE**

A valid California Class C Driver License at time of appointment. Appointees must obtain a California
Commercial Class B Driver License with Passenger Endorsement within 90 days from the date of appointment.

**ADDITIONAL INFORMATION:**

**SPECIAL REQUIREMENT INFORMATION**

Appointees will be required to meet State-mandated CORE training requirements as defined by Standards for Training in Corrections.

Positions to this class will be required to possess a certificate of completion of a 40-hour introductory training course on the laws of arrest under Penal Code Section 832 and Commission on Peace Officer Standards and Training (POST) within 90 days of appointment to the position.

Successful applicants for this position will be required to obtain his/her driving record from the California State Department of Motor Vehicles before being appointed. Your driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. CANDIDATES WITH VEHICLE CODE/MOVING VIOLATIONS, CONVICTIONS, OR AT FAULT ACCIDENTS, WHICH TOTAL MORE THAN FOUR (4) IN THE PAST TEN (10) YEARS ARE SUBJECT TO DISQUALIFICATION FOR EMPLOYMENT.

**SPECIAL INFORMATION**

Candidates must be able to pass a thorough BACKGROUND INVESTIGATION which may include, but is not limited to, the following:

1) Live Scan and Criminal Records Check  
2) Polygraph Examination or Computer Voice Stress Analyzer Test  
3) Psychological Examination  
4) Medical and Drug Screening Examination  
5) Credit Check  
6) Juvenile Corrections Officer Core physical agility examination

**NOTE:** IF YOU HAVE APPLIED FOR A PEACE OFFICER POSITION WITH THE LOS ANGELES COUNTY PROBATION DEPARTMENT AND HAVE BEEN DISQUALIFIED AS PART OF THE BACKGROUND PROCESS WITHIN THE LAST 12 MONTHS, YOUR APPLICATION WILL BE AUTOMATICALLY REJECTED.

**EXAMINATION CONTENT**

This examination will consist of a written examination (Juvenile Corrections Officer) weighted 100% developed and validated by the Board of State and Community Corrections. The Juvenile Corrections Officer written test covers Following Written Directions, Reading Comprehension, Writing Clarity, Writing Details, Accuracy with Forms and Coded Information, and Work Attitudes. **THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

Candidates must achieve a passing score of 70% on the examination in order to be placed on the eligible register.

Candidates who do not pass the Juvenile Corrections Officer written test will be notified by mail. **SCORES CANNOT BE GIVEN OVER THE PHONE.**

Candidates that have taken any identical written test part(s) for other exams in the past six (6) months will have their written test responses for the identical part(s) automatically transferred to this exam.

This exam contains test parts that may be used in the future for new exams. Your score will be transferred to the new exam and you may not be allowed to retake any identical test parts for at least six (6) months.

Study guides and other test preparation resources are available to help candidates prepare for the written Juvenile Corrections Officer test on the Probation website at [http://probation.lacounty.gov](http://probation.lacounty.gov) under Candidate Orientation Booklet.
While these study guides will help in preparing for the test, we advise you to review ALL related materials you deem necessary.

All applicants must enter a current/updated mailing and email address at the time of filing. Entering an invalid mailing and email address may result in the rejection of your application during the examination process.

Candidates that fail to receive a passing score on the Juvenile Corrections Officer written test may NOT compete in this examination for twelve (12) months from the date the failed test was administered.

**ALL APPLICANTS MUST NOTIFY THE EXAMINATIONS AND RECRUITMENT UNIT IN WRITING OF ANY MAILING AND/OR EMAIL ADDRESS CHANGES VIA FAX TO (562) 401-2885. THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.**

ELIGIBILITY INFORMATION

Applications will be processed on an as received basis and promulgated to the eligible register accordingly. The names of candidates receiving a passing grade of 70% or higher in this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

VACANCY INFORMATION

The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Probation Department, Residential Treatment Services Bureau.

AVAILABLE SHIFT

Any

APPLICATION AND FILING INFORMATION

All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission) ONLY. Facsimile and hardcopy applications will not be accepted.

In order to receive credit for any college course work, or any type of college degree, such as a Bachelor’s degree, you must include the course work in the job application and a legible copy of the official diploma or official transcripts, or official letter from the accredited institution which shows the area of specialization and degree awarded with your application at the time of filing, or during the examination process.

Sealed official college transcripts will be required to be submitted prior to the date of promulgation and failure to produce the sealed official transcripts may result in the rejection of your application.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at www.governmentjobs.com.

Apply online by clicking on the tab above or below this bulletin that reads "Apply".

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. All information is subject to verification. Applications may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.
Your Responsibilities:
1. Completing Your Application:
   a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
   b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County in the present payroll title. Annual or biennial promotional examinations require you to list your position as specified in the Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
   c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
   d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.
   a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
   b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
   c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:
   a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
   b. Applications for positions designated “Apply in Person” must be filed in person at the address provided on the job posting.

4. Change of Name or Address:
   a. To change personal information such as your name or address, log into your account, update your contact information, and submit your changes online. To change personal information such as your name or address, log into your account, update your contact information, and submit your changes online.

5. Promotional Examinations:
   a. If your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department’s Human Resources Office must be attached to your application unless otherwise stated on the job posting. Annual or biennial promotional examinations require you to list your position as specified in the Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
   b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:
   a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
   b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County in the present payroll title. Annual or biennial promotional examinations require you to list your position as specified in the Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
   c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
   d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

7. Application Deadline:
   a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
   b. Applications for positions designated “Apply in Person” must be filed in person at the address provided on the job posting.

8. Change of Name or Address:
   a. To change personal information such as your name or address, log into your account, update your contact information, and submit your changes online.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests wherever possible.

Veteran’s Credit: In all open competitive examinations, a veteran’s credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; —or— During the period April 28, 1952 through July 1, 1955; —or— For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; —or— During the Gulf War from August 2, 1990 through January 2, 1992; —or— For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; —or— In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after
b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
http://hr.lacounty.gov

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Los Angeles, CA 90010

September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: http://dhr.lacounty.info and clicking on Job Information Center, then clicking on Employment Test Preparation. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (ACIE).