

# County of Santa Cruz

INVITES YOU TO APPLY FOR:

## DEPUTY PROBATION OFFICER I

**Bilingual (English/Spanish) Candidates  
Encouraged to Apply**

**Supplemental Questionnaire Required**

Open and Promotional  
Job # 24-SU4-01

Salary: \$6,339 – 8,029 / Month

**Closing Date: Friday, July 26, 2024**



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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under direction, conduct investigations and prepare recommendations to the courts in probation cases involving adults or youth; perform casework services for a caseload of adults and/or youth and their families including the referral, supervision, counseling and rehabilitation of youths and adults on probation; divert those we monitor or supervise from further involvement in the justice system; interview detainees to gather and analyze background information; make recommendations to the Court concerning bail adjustments and "own recognizance" releases; and perform other duties as required. **Deputy Probation Officer I is the entry and trainee level class in the Probation Officer series.** Incumbents work under relatively close supervision while they develop their skills and abilities in probation casework. Incumbents must successfully complete the Probation Officer core training course in the Standards and Training for Corrections Program (STC). After completing core STC training, gaining experience and the ability to work with a substantial degree of independence, incumbents are expected to promote to the class of Deputy Probation Officer II, normally after one year. This class is distinguished from the next higher class of Deputy Probation Officer II in that the latter works more independently, performs the full range of probation duties and is expected to rotate to any generalist assignment within the department. The ideal candidates will possess skills and qualities that enables them to promote the mission and vision of the department. Commitment to public service, creating equitable opportunities for success and supporting the wellbeing of those we serve is essential.



**The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

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

Equivalent to completion of a bachelor's degree from an accredited four-year college or university in psychology, sociology, social services, humanities, criminal justice or a related field **OR** two years of experience performing duties comparable to those of Probation Aide in Santa Cruz County.

**Special Requirements: License/Certificate Requirements:** Possess a valid California Class C Driver License; complete mandated Standards and Training for Corrections Program requirements. **Background Investigation:** Ability to pass a full background investigation to meet provisions of Government Code 1029, 1029.1 and 1031. **Special Working Conditions:** All assignments: Exposure to the possibility of bodily injury; potentially hostile clients; heights of up to 12 feet, such as climbing ladders; dust and pollens; offensive odors; infections which might cause chronic disease or death; and insect bites. Work Furlough assignment: Exposure to high levels of noise; moving machinery; toxins; and chemical irritants. **Other Special Working Requirements:** Must be a citizen of the United States or a permanent resident alien who has applied for citizenship at least one year prior to application for employment in accordance with Section 1031.5 of the Government Code; availability to work a flexible schedule, including evening, weekends, holidays and on an emergency, as needed basis.

**Knowledge:** Working knowledge of fundamental principles of human behavior and psychology; and interviewing and investigative techniques. Some knowledge of the principles of penology as they affect persons in legal custody; social, economic and psychological forces that affect behavior; community and governmental resources available for probationers; office procedures, practices and record-keeping systems; and the functions and services of a probation department.

**Ability to:** Learn and apply principles and practices of probation work and casework experience; interview persons from diverse socio-economic, cultural and educational backgrounds and obtain confidential information; gather and analyze investigative materials, exercise sound judgment in the assessment of family and personal problems, and weigh and determine the truth and importance of statements of evidence; assess, through observation, the possible presence of substance abuse or mental health problems, and make the appropriate referrals; make realistic and suitable casework recommendations about the lives of detainees and probationers with a lens of equity; understand, interpret, explain and apply Federal and State laws and county ordinances, policies and procedures; work well under considerable pressure of deadlines, heavy workload and with upset, antagonistic or manipulative detainees, probationers and their families; manage assigned caseload and establish caseload priorities to meet legal and departmental requirements; use computer and word processing programs to prepare

reports; learn to use computer case management system; effectively utilize community resources; learn to use dictating equipment, physical restraints, drug testing devices, and radios; write clear, concise and objective reports in which conclusions and recommendations are adequately supported; orally present and explain facts and situations effectively; prepare and maintain accurate records, case files and statistical reports; lift items weighing up to 35 pounds from the floor, such as bins containing file folders; learn to input, access and analyze data using a computer; perform the full range of generalist duties with considerable skill, initiative and professional judgment; diffuse potentially volatile situations; establish and maintain cooperative working relationships with judges, detainees, clients, law enforcement personnel, Mental Health employees, and others contacted in the course of business; learn to read criminal history sheets, from a variety of sources such as the FBI, DMV, and state and local law enforcement agencies; work independently with little supervision; work in locked facilities; push and pull heavy doors to gain access to locked facilities; and distinguish mechanical sounds such as warning alarms and low volume conversations in a noisy environment.

**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, people of color 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.

Some positions may require fingerprinting and/or background investigation.

## **DEPUTY PROBATION OFFICER I – 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. List any college level course you have completed in psychology, criminology, sociology, social services or a closely related field and how the knowledge will support your role as a Probation Officer. Be sure to include the course title, name of college, number of units, and whether quarter or semester units as well as related internship or volunteer experience.
2. Describe any experience you have in casework or human services. Include your volunteer or internship experience.

### **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** – 22 days first year, increasing to 37 days after 15 years. Available for vacation and/or sick leave.

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

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

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

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

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

**RETIREMENT** – 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 \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-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 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.

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

**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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**WORK Here**

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