



COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 964

Posting Date: January 18, 2011

JOB TITLE	<u>DEPUTY PROBATION OFFICER I (RESIDENTIAL TREATMENT/DETENTION SERVICES) NORTH COUNTY</u>
EXAM NUMBER	F8608V
FILING DATES	January 19, 2011 - February 16, 2011
SALARY	\$3,825.64 - \$4,749.36 MONTHLY
POSITION INFORMATION	<p>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 a Probation Department residential treatment facility.</p>
ESSENTIAL JOB FUNCTIONS	<p>Positions allocable to this entry-level class are responsible for supervising the daily care and custody of juvenile court wards in a camp setting, including recreational activities and work details and other physically demanding tasks; maintaining group and individual behavioral standards, including the use of physical restraints; escorting and transporting court wards; and assisting in the development and implementation of supervision programs for camp wards, including preparation of petitions and court reports and maintaining records in both automated and written form and log books. Incumbents must possess the ability to communicate clearly and effectively, both orally and in writing; exercise and display a working knowledge of first aid and Cardio/Pulmonary Resuscitation; accurately observe, evaluate and document group behavior; and establish and maintain effective working relationships with wards, probation staff, court and law enforcement personnel, and community groups.</p> <p>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.</p> <p>Supervision and care of court wards in the dormitory, recreational and work activities; provide treatment and behavior control of groups and individual wards; manage up to seven wards involving Risk and Need Assessment (RAN) Case Plan development, goal setting and crisis intervention; supply necessary reports (petitions, supplemental, graduation) to the court and field officers, regarding the status of wards assignments and maintaining case records.</p>

Probation Department: Address: 9150 E. Imperial Highway, Downey, CA 90242
24-Hour Job Line: (800)970-LIST; TTY Phone: (562) 940-2711

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SELECTION
REQUIREMENTS**

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

**THE FOLLOWING REQUIREMENTS RELATING TO PEACE OFFICER STATUS
MUST BE MET AT THE TIME OF FILING:**

- **No Felony convictions**
- **U.S. Citizenship**
- **21 years of age, at the time of application**

Appointees 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.

Licenses: A valid California Class C Driver License is required. Must obtain a California Class B Driver License within 90 days of appointment.

Special Requirement Information: All applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS VEHICLE CODE VIOLATIONS WHICH TOTAL MORE THAN FOUR IN THE PAST FIVE YEARS WILL NOT BE APPOINTED.**

Applicants must attach proof (original or photocopy) of official college transcripts or degree/certificate indicating field of study with Registrar's signature and/or school seal to the application at the time of filing.

*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 Association of International Credential Evaluators, Inc.

**SPECIAL
INFORMATION**

Shift: Any Shift

Appointees will be required to work any shift including evenings, nights, weekends, and holidays.

AN EXTENSIVE CRIMINAL RECORDS CHECK WILL BE CONDUCTED TO ENSURE NO FELONY CONVICTIONS.

A thorough background investigation, including live scan and drug screening, will be conducted prior to appointment.

You need not list an arrest and/or conviction when the record of such an incident has been sealed in accordance with Penal Code Section 1203.45, 851.7 or 851.8; nor do you need to list an arrest and/or conviction if your record has been expunged or is eligible for expungement pursuant to Health and Safety Code Section 11361.5. However, you must list the arrest and/or conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code Section 1179 or 1172), or a pardon per Section 4852.16 of the Penal Code.

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A special certification from this examination may be made based on language proficiency needs of the department. If you speak, read or write any language other than English, it is to your advantage to respond to item nine of the application. Applicants must pass the Bilingual Proficiency Test which examines the specified foreign language oral and written communication skills.

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.co.la.ca.us> under Candidate Orientation Booklet.

ALL CANDIDATES WILL BE REQUIRED TO PROVIDE POSITIVE IDENTIFICATION BEFORE BEING ADMITTED TO THE WRITTEN TEST OR INTERVIEW. PLEASE BRING TO THE TEST AND INTERVIEW, A VALID FORM OF IDENTIFICATION WHICH HAS YOUR PHOTOGRAPH AND SIGNATURE (SCHOOL OR WORK I.D., PASSPORT, OR MILITARY I.D CARD).

**VACANCY
INFORMATION**

The resulting eligible register will be used to fill vacancies in the Probation Department, Residential Treatment Services Bureau in (North County) Antelope and San Fernando Valley.

**EXAMINATION
CONTENT**

This examination will consist of a qualifying written examination (Juvenile Corrections Officer Test) developed and validated by the California Department of Corrections and Rehabilitation (CDCR) and an oral interview covering training, experience, and personal fitness to perform the duties of the position weighted 100%.

Only those candidates who pass the written examination will proceed to the oral interview. Candidate must achieve a passing score of 70% or higher on interview in order to be added to the eligible list.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants who previously took the written(Juvenile Corrections Officer) test will have their score reviewed to determine if the score may be transferred for up to 24 months from the test date.

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade in this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months, following the date of promulgation.

***** IMPORTANT INFORMATION *****

**APPLICATION
INFORMATION**

All applicants are required to submit a Standard County of Los Angeles Employment Application. Resumes cannot be accepted in lieu of applications, although resumes may be uploaded as attachments to application. You **MUST** complete the filing process **ONLINE ONLY** (via electronic submission).

We must received your application by 5:00 p.m., PST, on the last day of filing.

To apply online, click on the link below the filing address.

Applicants must upload any required documents as attachments during application submission or fax the documents to (562) 401-2885 within (5) five business days of filing online. Please include your Name, Exam Number and Exam Title on the faxed documents.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**, and have attached copies of an

original or legible copy of your official transcripts and/or degree to your application. In the space provided for college education, include the names and addresses of colleges attended, college units earned, degree (s) earned, and dates completed. For experience list each position held, give the name and address of your employer, actual payroll title, beginning and ending dates, describe work performed, and indicate salary earned. Work experience is subject to verification by the Department. If your application is incomplete, it may be rejected at any time during the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

ONLINE FILING ONLY FOR THIS EXAMINATION
APPLICATION SUBMITTED BY U.S. MAIL, FAX, OR
IN PERSON WILL NOT BE ACCEPTED.

If you have any questions please call,
(562) 940-2653

On-Line Filing: To file On-Line,

https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1840.

DISABILITY ACCOMMODATIONS

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 coordinator at (562) 940-3552.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (562) 940-3552. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (562) 940-2711 . The County will attempt to meet reasonable accommodation requests whenever possible.

AN EQUAL OPPORTUNITY EMPLOYER

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

CHILD SUPPORT COMPLIANCE

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.

VETERAN'S CREDIT

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- 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
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

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

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

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. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

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.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**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 entitlement. 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. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.