



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/depart/hr

"Your Employer of Choice."

A great place to live...

A great place to work...

FINAL FILING DATE: Continuous

Application Cutoff for Quarterly Testing: October 8, 2010

Tentative Exam Dates: November 15-19, 2010

PROBATION COUNSELOR I

Monthly Salary Range \$3431 - \$4171

THE POSITION

The Contra Costa County Probation Department is seeking qualified individuals to fill vacancies for Probation Counselor I. The Probation Department has both temporary and permanent job openings, and Probation Counselors may work at Juvenile Hall (Martinez) and the Orin Allen Youth Rehabilitation Facility (Byron). Probation Counselors play a crucial role in the safety, security, and guidance of minors confined to County juvenile institutions and under the jurisdiction of the juvenile court. The major function of a Probation Counselor is the direction and supervision of the routine daily activities of detained youths – e.g., showering, housekeeping, school, yard work, meals, and recreational activities. Other duties of the position include providing situational counseling according to individual and group needs, explaining and participating in the enforcement of facility rules and regulations, providing transportation to and from the institutions, supervising vocational work crews, and preparing written reports and evaluations. Probation Counselors must have the ability to maintain consistent and regular attendance as well as the ability to work well with others.

Promotional Opportunities: Probation Counselor I may promote to Probation Counselor II (\$4,559-\$5,542) and Probation Counselor III (\$4,843-\$5,887). Other promotional opportunities for qualified employees may also exist. In addition to offering opportunities for professional growth, the County provides permanent employees with an outstanding benefits package.

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California driver's license. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Completion of 60 semester units or 90 quarter units from an accredited college or university which included at least 12 semester units or 18 quarter units in behavioral science fields such as criminology, corrections, social work, psychology or sociology.

Citizenship: Must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.

Age Requirement: Must be at least 21 years of age.

Physical Requirement: Ability to meet such health standards as may be prescribed by the County Medical Consultant.

Background Investigation: 1) Successful completion of a thorough background investigation, including psychological testing, as specified in Section 1031 of the California Government Code; and 2) Shall not have been convicted of a felony as an adult or juvenile in this or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction which would have been a felony if committed in this state.

P.O.S.T. Certification/Peace Officer Training: Probation Counselors are defined as Peace Officers by Penal Code Section 830.5 and must successfully complete a 134 hour Peace Officer Standards and Training course, a 40 hour PC 832 training following permanent appointment and 24 hours of professional in-service training annually.

SELECTION PROCESS

- Application Filing:** Applicants are encouraged to apply on-line at www.cccounty.us/hr, or a completed Contra Costa County application and supplemental questionnaire must be received or postmarked by October 8, 2010. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application can be mailed to you by sending a self-addressed stamped envelope to the above address. Please see the list of additional locations on "HOW TO APPLY" on the reverse side of this announcement.
- Written Exam:** Candidates meeting the minimum qualifications will be given a written exam. The written exam is designed to measure general abilities and work attitudes that are important for performing successfully as a Probation Counselor. Test information is available at the State Board of Corrections website: www.bdcrr.ca.gov or a study guide is available at www.cccounty.us.
- Physical Requirements:** Those candidates who successfully pass the written exam may be required to pass a physical agility test prior to progressing further in the hiring process.
- Background Investigation:** A permanent job offer is contingent upon the successful completion of a thorough background investigation. This includes written and oral psychological screening as specified in Section 1031 of the California Government Code. The background investigation also includes a criminal record investigation. **Individuals will not be hired for this position if they have been convicted of a felony, as a juvenile or adult, in any state or federal jurisdiction or if they have committed an offense in another state or federal jurisdiction that would have been a felony if committed in this state.** In evaluating candidates for this position, the Probation Department will additionally consider areas such as illegal drug use, driving record, financial responsibility, previous employment, honesty, and general conduct.

The Human Resources Department may make changes to the examinations steps noted above in accordance with Personnel Management Regulations and accepted selection practices

OPEN ONLY: 8/30/10 – TS/sw

Exam Number: 7KWB – 2010C

PROBATION COUNSELOR I

AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF CONTRA COSTA COUNTY NOT TO DISCRIMINATE BECAUSE OF RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, MARITAL STATUS, SEX, AGE OR SEXUAL ORIENTATION

BENEFITS & APPLICANT INFO

CONTRA COSTA COUNTY

Contra Costa County's 750 square miles are located ideally near the San Francisco Bay Area. It has a temperate climate, beautiful geographical setting and shares in California's continuing growth. Over 850,000 residents reside in the varied suburban, industrial, agricultural and port areas of the County and enjoy outdoor recreational facilities ranging from boating, water skiing, fishing in the Bay and Delta waterways, to golfing, hiking, horseback riding and camping in Mt. Diablo State Park. Cultural resources include numerous local theatre, art and music centers as well as vast cultural and recreational resources in Oakland, San Francisco and the East Bay. Colleges include Saint Mary's, John F Kennedy University and three community colleges-Los Medanos (East County), Diablo Valley (Central County) and Contra Costa College (West County). The Berkeley Campus of the University of California is within an hour's drive from the County Seat of Martinez.

EMPLOYMENT INFORMATION

WHO MAY APPLY - Applicants must possess the minimum qualifications by the final filing date. This information is given on the front of the job announcement. United States citizenship is not required unless specifically listed under the minimum qualifications. Contra Costa County is committed to providing equal employment opportunity and no person applying for employment shall be discriminated against on the basis of race, national origin, gender, disability, age, or other unlawful discrimination. It is the policy of the County to provide reasonable accommodation, when needed, for otherwise qualified disabled employees and applicants for employment.

If you have a mental or physical condition that may be protected by law and require special accommodation in the application or testing process, please contact Human Resources.

California Relay Service (CRS) is available for Hearing and Speech Impaired users. To relay a message from a text telephone type (TTY) or Text Deaf and Disabled (TDD) call 1 (800) 735-2929

HOW TO APPLY - Apply on-line at www.cccounty.us/depart/hr If you do not have access to a personal computer, you can apply on-line at any of the 26 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, please contact the Contra Costa County Library at 1-800-984-4636, or the Richmond Public Library at 510-620-6557. With a library card, you may also reserve a computer in advance by phoning the Contra Costa County Library or visiting the website <http://www.cclib.org/> and by visiting the Richmond Public Library website <http://www.ci.richmond.ca.us/index.asp?NID=105>. You may also apply on-line and receive a full range of services to help you find a job at any of the EASTBAY-Works One-Stop Career Centers. Visit their website at: <http://www.ehsd.org/work/work010.html>

Paper application forms may be obtained from the Human Resources Department, or by calling (925) 335-1700. Completed applications must be mailed to the Martinez office and must be postmarked no later than the filing date. Resumes are encouraged but may not be substituted for the official application form. It is the applicant's responsibility to meet final filing deadlines and late applications will be disqualified on that basis. All job announcements note the final filing date in the upper left hand corner. For applications and filing information call: (925) 335-1700.

VETERANS' PREFERENCE CREDITS - Veterans who have received an honorable discharge and disabled veterans may be allowed an additional 5% of their total earned score in an open examination (provided the exam is otherwise successfully completed). To obtain this credit, veterans MUST pro-

vide a DD214, which indicates honorable discharge, and if applicable, proof of disability, WITH EACH APPLICATION BEFORE THE FINAL FILING DATE.

SENIORITY CREDITS - Employees in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

HIRING PROCEDURES - Employment lists are established by ranking candidates according to their overall scores in this examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will request that names be certified from the employment list and will make a selection from this list. Employment lists remain in effect for two years except as otherwise determined by the Director of Human Resources. A pre-employment health examination may be required prior to employment. In compliance with the Immigration Reform and Control Act of 1986, individuals offered employment by Contra Costa County will be required to show documentation as proof of eligibility to work in the United States as a condition of employment.

EMPLOYEE BENEFITS

SALARY - The starting salary is the first rate shown on the announcement. Advancement to the higher steps of the salary level is in accordance with Salary Resolutions of the Board of Supervisors.

WORKING CONDITIONS - Five days, 40 hours per week are the basic hours of employment. Time and one-half is paid for overtime for eligible employees and certain job classifications receive a 5% differential per hour for shift work.

EARNED TIME OFF - Holidays: An average of 13 holidays per year. Vacation: depending upon the classification in which employed, employees earn either two or three weeks vacation each year. Sick Leave: Twelve working days sick leave are accumulated each year; credits are accumulated indefinitely.

AGENCY SHOP REQUIREMENTS - Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee.

INSURANCE - Eligible employees may select health and/or dental plans which include Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) options for employees and dependents. A term life insurance policy is included with any health and/or dental plan enrollment.

RETIREMENT AND DEFERRED COMPENSATION - The County retirement program includes the benefits under the County Employees Retirement Law of 1937 and Social Security. A deferred compensation plan is available at the employee's option.

EMPLOYEE WELLNESS - The Employee Wellness Program is a countywide health promotion program designed to support and promote the health and well being of County employees. Programs include: quarterly Wellness Program newsletters, health screenings and assessments such as blood pressure and body composition analysis, health fairs, voluntary quarterly blood drives, fitness and wellness challenges, and special classes and seminars on a variety of health topics.

CREDIT UNION - Offers systematic savings and loans at low interest.

DRUG/SMOKE FREE WORKPLACE - Contra Costa County is a smoke-free workplace. It is also an objective of Contra Costa County to achieve a drug-free County workplace. Any applicant for County employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing County employment and the special trust placed in its employees



CONTRA COSTA COUNTY
HUMAN RESOURCES DEPARTMENT
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Martinez, CA 94553-1292

CONTRA COSTA COUNTY
PROBATION COUNSELOR I
SUPPLEMENTAL QUESTIONNAIRE

The answers to the questions below will be used to evaluate your education, training, and/or experience as it relates to the position of Probation Counselor I.

Please respond to all applicable questions based on what is indicated in the minimum qualifications. Although you may submit a resume as an attachment, do not answer this questionnaire or the Employment History section of the Employment Application by indicating "see attached resume." Doing so will render your application and/or supplemental questionnaire incomplete. Sign, date, and print your name at the bottom of this form, and attach it to your application.

*1. Please indicate how many units you have taken in **Criminology**. Please also indicate whether the units are quarter units or semester units.

*2. Please indicate how many units you have taken in **Corrections**. Please also indicate whether the units are quarter units or semester units.

*3. Please indicate how many units you have taken in **Social Work**. Please also indicate whether the units are quarter units or semester units.

*4. Please indicate how many units you have taken in **Psychology**. Please also indicate whether the units are quarter units or semester units.

*5. Please indicate how many units you have taken in **Sociology**. Please also indicate whether the units are quarter units or semester units.

*6. Have you completed at least 60 semester or 90 quarter units from an accredited college or university?

- Yes
- No

*7. Please indicate your valid Driver's license number:

Signature _____ Date _____

* Indicates a required question

