



# JUVENILE CORRECTIONS OFFICER I/II

Hiring Range:

**Juvenile Corrections Officer I: \$2,754-\$3,030 (Hourly: \$15.89—\$17.48)**

**Juvenile Corrections Officer II: \$3,191-\$3,511 (Hourly: \$18.41—\$20.26)**

*\*\*Hourly Rate applicable if working 12 Hour Shift (84 hrs in a 14 day work period) per YCPPOA MOU Article 9 Overtime, Comp, Time, Callback and Standby Section 9.01 A2\*\**

Official County Applications Available at: [www.co.yuba.ca.us](http://www.co.yuba.ca.us)

Final Filing Deadline:

[View complete Class Specifications on the Human Resources & Organizational Services homepage](#)

**OPEN UNTIL FILLED—APPLY IMMEDIATELY**

The County of Yuba is currently recruiting both Extra-Help and Full-Time positions for the **Juvenile Corrections Officer I/II (Group Counselor)** classification. These positions are located in the Juvenile Institutions Division of the County Probation Department. This lock down facility operates 24 hours a day, 365 days per year. The primary responsibilities of this flexibly staffed position are to provide care, custody, supervision and control of juveniles in a secured juvenile detention facility which requires a restricted environment while legal action is pending; helps to ensure and sustain a safe and secure environment for juvenile detainees while housed in Juvenile Hall and/or the Youth Guidance Center; and coordinates counseling and behavior modification activities associated with the operation of Juvenile Facilities.

**Juvenile Corrections Officer I** is the entry-level position. Initially under close supervision, incumbents will perform basic intake, orientation, security and oversight of juveniles while learning County and departmental policy and procedures. **Juvenile Corrections Officer II** is the journey-level position, fully competent to independently perform a variety of responsible work with juveniles during an assigned shift. Responsibilities include monitoring and enforcing safety, security, treatment, education and other activities for juvenile detainees; monitoring and enforcing sentencing rules and regulations; searching juveniles for contraband, weapons and other prohibited materials; restraining physically abusive detainees; transporting detainees; providing juveniles with information regarding their legal rights; and performing related duties as assigned. Both positions require the ability to act promptly and effectively in emergency situations; write comprehensive reports, administer first aid; interact effectively and maintain relationships with those contacted in the course of their work; and successfully complete a comprehensive in-service training program. Additionally, Group Counselor II requires knowledge of the principles and practices of juvenile counseling, behavior modification and safety practices and procedures related to a detention facility. Skill in assessing and evaluating the needs and risks of juvenile detainees; directing individuals; enforcing rules and safety regulations; and using

## EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Juvenile Corrections Officer I: Minimum:** Graduation from high school, some college course work in a related field or at least one year of related work experience involving public contact. **Preferred:** In addition to the minimum, an Associate's Degree in Psychology, Administration of Justice/Criminology, Sociology, Social Work or a related field and one (1) year experience working with juveniles in a Title 15 detention facility.

**Juvenile Corrections Officer II: Minimum:** In addition to the I-Level minimum, at least 1 year of experience counseling and overseeing juveniles in a Title 15 detention facility (equivalent to County's class of Juvenile Corrections Officer I) and successful completion of Juvenile Correctional Officer Core curriculum approved by Standards of Training and Corrections. **Preferred:** In addition to the minimum, an Associate's Degree in Psychology, Administration of Justice/Criminology, Sociology, Social Work or a related field and up to three (3) years experience working in counseling and overseeing juveniles in a Title 15 detention facility at a level equivalent to the County's class of Juvenile Corrections Officer I.

**Licensing & Certifications:** Must possess a valid California Class C driver's license within ten days of employment; possess or obtain a valid CPR and First Aid Certification within one year of appointment; possess or obtain CA PC 832 Certification for limited peace officer status within 1 year of appointment. Juvenile Correction Officer I must successfully complete the CA STC Certified Juvenile Correctional Officer Core Course within one year of employment.

**Special Requirements:** Both classifications must meet the State of CA requirements for peace officer status, including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, being at least 18 years of age, being a US citizen or a permanent resident alien who is eligible for and has applied for citizenship.

**Working Conditions:** Work any scheduled rotational shift as assigned; including evening, night, weekend, and holiday shifts. Typical juvenile detention facility settings or public safety setting; involves the potential for high stress levels and exposure to loud noises and hostile situations. Work with highly manipulative and psychologically challenging client population. Exposure to blood/air borne pathogens. Depending on assignment, occasional exposure to adverse weather conditions (extreme heat/cold, wet conditions). Meet and maintain appropriate state standards concerning physical and psychological characteristics.

## BENEFITS AND COMPENSATION

<b>MERIT INCREASE:</b>	Typically 5% each year for the first 7 years	<b>DENTAL/VISION:</b>	County pays 100% Basic Plan premiums for employee only or 80% for employee and eligible dependent(s)
<b>RETIREMENT:</b>	<b>Safety Classification</b> New: 2% @ 50 Classic: 2.7% @ 57 (1/1/13 CalPERS Pension Reform)	<b>LIFE:</b>	County provides \$50,000 in life insurance coverage
<b>VACATION:</b>	12 days for first 5 yrs with incremental increases every 5 yrs thereafter, up to 20 yrs	<b>DEFERRED COMP:</b>	Voluntary Deferred Compensation plan(s) are available
<b>HOLIDAYS:</b>	An average of 13 paid holidays per year (this includes 2 floating holidays)	<b>EE ASST. PROGRAM:</b>	County paid confidential family wellness plan
<b>SICK LEAVE:</b>	Accrued every payroll period, up to 12 days per yr	<b>UNION AFFILIATION:</b>	Probation Peace Officers Association
<b>HEALTH:</b>	County pays 90% Basic Plan premiums for employee only or 70% for employee and eligible dependent(s)	<b>FLSA STATUS:</b>	Non-Exempt

Submit Completed Official County Applications to:  
Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

## COUNTY OF YUBA

**Yuba County** is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 70,000 Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, and boating and skiing opportunities.

**Statement of Commitment**—We are dedicated to providing responsive, innovative and sustainable services that enhance the quality of life and uphold the public trust and interest.

### APPLICATION/SELECTION PROCEDURES

#### **TO APPLY FOR JUVENILE CORRECTIONS OFFICE I/II:**

Submit an official Yuba County employment application, **copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports** to County of Yuba – Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at [www.co.yuba.ca.us](http://www.co.yuba.ca.us) or at the Human Resources and Organizational Services Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtain information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/search.aspx>**

#### **APPLICATION SCREENING:**

To begin the hiring process, an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. **Please be sure to use the current application located on the County website. Old applications cannot be accepted. All applicants will be given written notice regarding the status of their application and selection procedures. The County prefers to communicate via email, if provided, to expedite communication. It is also recommended that applicants review their SPAM mail daily as to not miss any important communication from the County.** Please refer to the [Employment Application Instructions](#), which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

#### **Applicants must provide the following documents by the filing deadline:**

- Yuba County Employment Application—complete & signed
- Supplemental Questionnaire—complete & signed
- Diploma and Unofficial Transcripts
- Copies of Certifications
- Personal History Statement (Peace Officer POST 2-251)

**The list established from this recruitment may be used to fill an Extra-help position as well. Extra-help positions are limited in scope and typically work part-time variable hours. Please indicate on your application the types of employment that you are willing to accept (e.g. Full-Time, Extra-help, etc.) to ensure that you are considered for the applicable position(s).**

#### **MINIMUM QUALIFICATIONS:**

All applicants must clearly demonstrate he/she meets the minimum qualifications, by the final filing deadline, to be considered in the selection and testing phases of the process.

#### **EDUCATION AND EXPERIENCE:**

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

#### **SUPPLEMENTAL QUESTIONNAIRE:**

A completed supplemental questionnaire is an essential part of the examination process for this position. The responses will be reviewed for sufficient detail and will be rated according to pre-determined guidelines. Please include; 1) Places of employment; 2) pertinent dates; 3) duties performed, etc. when responding to the questions. If a job included responsibilities applicable to several questions, separate the different functions of the job to answer all the questions completely. Any experience and/or training listed **MUST** be identified on your application. Resumes, letters and other materials will not be evaluated or considered as responses to the supplemental questionnaire.

#### **PERSONAL HISTORY STATEMENT:**

Applicants are to complete a background packet that consists of a series of questions regarding his/her background, education, training, previous work history, life experiences and personal traits. **The PERSONAL HISTORY STATEMENT must be completed prior to the written exam and brought to the testing site.** The background packet is located on the Human Resources and Organizational services website and can also be found under the background/hiring tab at <http://www.post.ca.gov/forms.aspx>. Select the document titled **Personal History Statement – Peace Officer POST 2-251**. A preliminary review of the Personal History Statement will be conducted for each candidate with a passing score on the written examination to determine which candidates best meet the professional standard criteria adopted by the Yuba County Probation Department.

#### **WRITTEN EXAM:**

Applicants that have successfully completed the application screening process and supplemental questionnaire will be invited to the **California Department of Corrections and Rehabilitation Juvenile Corrections Officer Exam**. The Selection Exam Juvenile Corrections Officer Candidate Orientation for this exam is located on the Human Resources and Organizational Services website and also under the STC Publications tab at: [www.bscg.ca.gov](http://www.bscg.ca.gov). The booklet provides an overview of the exam format and some sample questions. It is not intended to be a study guide but rather is aimed at reducing test anxiety and giving candidates some information about what to expect on the test. **Applicants are expected to provide their completed PERSONAL HISTORY STATEMENT at this event upon entry.**

**TESTING ACCOMMODATION:**

If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Human Resources and Organizational Services homepage or by contacting Human Resources.

**VETERAN'S CREDIT:**

All applicants that have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war or national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

**WAIVER OF SELECTION PROCEDURES:**

When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Human Resources Director may, at her/his discretion; a) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, b) Revise the conditions of competition to a more practical basis under the circumstances.

**EMPLOYMENT ELIGIBILITY LIST:**

An employment eligibility list is established for those applicants who successfully pass all phases of the examination process. This list will be held for a minimum of six (6) months and may be extended for up to a maximum one (1) year from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

**DEPARTMENTAL INTERVIEW:**

The Probation department will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

**CONDITION OF EMPLOYMENT**

All appointments to a position are contingent upon successful completion of the following items:

**BACKGROUND INVESTIGATION:**

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

**PSYCHOLOGICAL EXAMINATION: (PASS/FAIL)**

Applicant(s) who successfully complete the background investigation will take the required psychological exams and meet with a designated psychologist to determine his/her suitability for the position.

**PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:**

Selected applicant(s) that successfully complete the background investigation and psychological exam (if needed) are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

**IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

**LICENSING AND CERTIFICATIONS:**

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s), at the time of appointment. Likewise, certain positions are required to obtain such items within an established timeframe or subject to dismissal.

**AGENCY SHOP:**

All new regular employees, with the exception of supervisory position(s), shall be required to join the employee association or pay a 'Fair Share Fee' as a condition of employment.

**DISASTER SERVICE WORKERS:**

All Yuba County Employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

**THE COUNTY OF YUBA IS A MERIT BASED EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY**

*Note: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.*