



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: October 6, 2008

Tentative Written Examination Date: November 19, 2008

Tentative Oral Examination Date: December 10-11, 2008

DEPUTY PROBATION OFFICER I

Monthly Salary Range: \$3,493-\$4,246

THE POSITION

The Contra Costa County Probation Department is offering excellent career opportunities for individuals interested in working with adults and juveniles confined to County institutions and/or under the jurisdiction of the County court system. Deputy Probation Officer I is the entry-level classification in the Deputy Probation Officer series and appointees will receive extensive instruction and on-the-job-training prior to assuming journey-level responsibilities. Deputy Probation Officer I's are responsible for conducting investigations, preparing reports and recommendations on adult and juvenile cases, and providing counseling and guidance to adult or juvenile probationers.

Promotional Opportunity: Deputy Probation Officer I may flexibly promote to Deputy Probation Officer II (\$4,848-\$5,892) upon the successful completion of a one-year probationary period, and then to Deputy Probation Officer III (\$5,175-\$6,290). As well as offering opportunities for professional growth, the County provides permanent employees with an outstanding benefits package.

The eligible list established as a result of this examination process may remain in effect for six months

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California driver's license.

Education: Possession of a baccalaureate degree from an accredited college or university with 12 semester or 15 quarter units in criminology, social work, psychology, sociology or a closely related field.

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

Age: Must be at least 21 years of age.

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

Background: 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 in this or any other state or federal jurisdiction, or of any offense in any other state or federal jurisdiction which would have been a felony if committed in this state.

Other Requirements: Appointees to this class must successfully complete the 200 hour Probation Officer Basic Course of Instruction required under Section 6035 of the California Penal Code within one (1) year from date of hire.

SELECTION PROCESS

1. **Application Filing:** Applicants are encouraged to apply on-line at www.cccounty.us/hr, or, a completed Contra Costa County application must be received or postmarked by the final filing date listed above. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553. Please see HOW TO APPLY on the reverse side of this announcement for additional locations to apply.

Written Examination: A two-part written examination will be administered to all accepted candidates. Part 1 consists of multiple-choice questions related to the knowledge skills, abilities and other characteristics necessary for an applicant to possess prior to employment. A Candidate Orientation Booklet, Probation Officer may be obtained at http://www.cdcr.ca.gov/Divisions_Boards/CSA/STC/Publications/Candidate_Orientation_Booklets/ACO_Candidate_Orientation_Booklet_2008.pdf. Candidates must receive a score of 70 which may be an adjusted score, in order to continue in the exam process. (Weighted 40%) Part 2 is a pass/fail writing proficiency in which candidates will be required to write an essay on a specific topic which will be evaluated on the basis of grammar, mechanics, word usage, sentence structure, organization, development and clarity. Candidates must pass both tests in order to be invited to the oral examination. (Pass/Fail)

2. **Oral Interview:** The oral examination will consist of an oral interview conducted by an Appraisal Board in Martinez, California. The Board will evaluate the job-related qualifications of each candidate. Candidates must receive an overall rating of at least 70 from a majority of the board members to be ranked on the employment list. (Weighted 60%)

The Human Resources Department may change the examination steps noted above in accordance with Personnel Management Regulations and accepted selection practices.

OPEN ONLY: 9/24/08 – MB/rw

Exam Number: 7AWA-2008A

DEPUTY PROBATION OFFICER 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



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