



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Juvenile Correctional Counselor II

An Equal Opportunity Employer

SALARY

\$25.55 - \$31.06 Hourly \$2,051.00 - \$2,493.31 Biweekly \$4,443.83 - \$5,402.16
Monthly \$53,325.92 - \$64,825.95 Annually

OPENING DATE: 05/30/18

CLOSING DATE: Continuous

THE POSITION

The County of Sonoma Probation Department seeks experienced, professional Juvenile Correctional Counselors to work at Juvenile Hall and Probation Camp.

Starting Salary Up To \$31.06 /Hr (\$64,825.95 /Yr) + \$600 /Month Cash Allowance



Juvenile Correctional Counselor II's (JCC II's) have the unique opportunity to utilize skills that directly and positively influence the course of a troubled young person's life. If you are ready for the next step as a JCC II, this is an exciting and rewarding professional growth opportunity.

What Makes Sonoma County a Great Choice

We offer expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment that provides continuous training and education, and the satisfaction of knowing that you are working to better our community. You can also look forward to benefits* including:

- An annual Staff Development/Wellness Benefit allowance up to \$850
- Opportunities for additional premium pay depending on assignment, generally 5% for each assignment for a maximum of 10%

- Competitive vacation and sick leave accruals, 11 holidays per year
- County paid premium contribution to several health plan options
- Defined retirement benefit plan fully integrated with Social Security
- County contribution to a Retiree Health Reimbursement Arrangement
- Eligibility for a 5% salary increase after 1040 hours (approximately 6 months when working full-time) for good work performance; eligibility for a 5% salary increase for good performance every year thereafter, until reaching the top of the salary range

*Benefits described herein do not represent a contract and may be changed without notice.

Being a Juvenile Correctional Counselor II

As a JCC II, you are responsible for directing and supervising the activities of youth offenders detained in the Probation Department's Juvenile Hall or Probation Camp. JCC II's maintain ongoing security checks of youth offenders in the Probation facilities; perform minor clerical duties; transport youth to and from various locations; and perform simple tasks in maintaining facility cleanliness and order.

Additionally, some JCC II positions, under the training and direct supervision of a Juvenile Correctional Counselor III or IV, can be assigned individual youth casework, encompassing a wide variety of duties, which may include:

- Developing and implementing individual treatment plans
- Conducting individual and family counseling sessions
- Conducting and monitoring vocational skills training
- Preparing written reports to the court as directed
- Assisting in the training of new hires

Newly hired individuals are expected to complete PC 832 (Search and Seizure) training within the first six months of employment.

Applicants for this position must be willing to work all shifts, including days, evenings, nights, weekends, and holidays.

This recruitment is being conducted to fill multiple full-time Juvenile Correctional Counselor II positions in the Probation Department. This employment list may also be used to fill future full-time, part-time, or extra-help positions as they occur during the active status of the list. ***County employees who wish to be considered for future positions should consider applying to this recruitment.***

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education, training and experience which would likely provide the required knowledge and abilities. Normally, this would include completion of twelve semester units at an accredited college in criminology, administration of justice, child development, sociology, behavioral and social psychology, social casework, social welfare, counseling and guidance, child psychology or a closely related field.

AND

Six months experience as a group or youth counselor or other experience related to counseling or case management of troubled youth AND one year full-time experience in a position equivalent or closely related to Juvenile Correctional Counselor I with the County of Sonoma.

Additional Requirements: In accordance with California Government Code, Section 1029 - 1031, and the California Corrections Standards Authority, Title 15, Section 131, Minimum Standards for Selection, each employee shall meet the following minimum standards: United States citizenship or status as a permanent resident alien who is eligible for and has applied for citizenship (if a permanent resident alien has not obtained citizenship within three years after application for employment or is denied citizenship, he/she will be disqualified for peace officer status); have no prior felony conviction nor be under current formal probation supervision; and achieved a passing score on the California Corrections Standards Authority Juvenile Correctional Counselor written exam, or equivalent prior to appointment.

Candidates certified for employment must be willing to undergo and successfully complete an in-depth background investigation, including a psychological evaluation, finger printing, criminal history check, and a medical examination, including physical abilities testing.

License: Possession of a valid California driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: sociology, behavioral and social psychology, criminal justice, police science, counseling and guidance, behavioral and related sciences; relationship to personality development; behavior patterns, motivation and group and family dynamics; psychological, sociological, behavioral cultural factors as they relate to dealing with delinquent minors. Typical youth behavior patterns and methods of guidance, counseling and controlling to modify behavioral patterns; personal hygiene techniques and methods utilized in instructing youths; recreation activities commonly enjoyed by youths, child abuse laws; departmental policies, regulations and functions; food preparation and service to youths; basic first aid and CPR.

Ability to: effectively communicate orally and in writing, listen actively; read and comprehend instructions and standards, apply them to a variety of situations; make and record detailed observations. Write descriptive narratives, including incident or detention observation reports; exercise good judgment and adopt effective courses of action in emergency situations. Relate to a wide variety of individuals from varied socio-economic, cultural and ethnic backgrounds and experiences. Establish and maintain appropriate relationships with delinquent youths; establish and maintain effective working relationships with co-workers, supervisors, health and social

service providers, family, law enforcement officers, other County Departments; coach, train, and/or mentor entry level staff. Apply basic first aid to youths and staff, effectively control youths; staff may assist youth in developing personal hygiene skills and provide recreation where appropriate for youths; supervise and direct groups of youths during work, meal and leisure time activities; work different shifts and on weekends and holidays; restrain youths for the safety and protection of themselves and others, physically subdue and restrain violent or fighting youths as well as defend against attacking youths; apprehend detention facility escapees in the line of duty; ability to work in a stressful environment.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be used in assessing minimum qualifications. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination (Weight 100 %)**. Each application and supplemental questionnaire will be thoroughly evaluated for satisfaction of minimum qualifications and relevance of educational coursework, training, experience, knowledge, and abilities that relate to this position. Candidates possessing the most appropriate job-related qualifications will be placed on an employment list and referred to the department for selection interviews.

BACKGROUND INVESTIGATION

It is the policy of law enforcement/legal offices and departments, in the County of Sonoma, that job candidates complete a thorough background investigation process prior to employment. This policy is imperative in order to keep the department's employees and the public safe, and to maintain high standards in the law enforcement community. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made

available to applicants.

The background investigation will include a thorough assessment of a candidate's personal, employment, educational, criminal, and credit history. The investigation may include, but is not necessarily limited to: use of prescription and/or other drugs, reports from former employers, friends, family members, educational institutions, law enforcement agencies, credit reports, court reports, public records search, and/or other relevant sources. Candidates must be honest and forthcoming about information that may arise during the background process. Deception during any portion of this process is grounds for disqualification, even after employment.

All candidates will be required to take a pre-employment medical examination. The pre-employment medical examination will include drug testing as part of the medical examination for all applicants and for all current employees who are offered employment with the Offices/Departments. Additionally, candidates may be required to take a pre-employment psychological examination. The results of these examinations and the background investigation shall be confidential and shall not be available to the candidate for review. Failure to pass the background investigation will eliminate a candidate from the employment process. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

Issues that arise during the investigation process will be assessed, and judgment and discretion will be used to determine the employability of the candidate. Where there is evidence of a candidate's past use of controlled substances, many factors shall be used to determine the employability of the individual such as pattern of use, kind of drug used, circumstances of the start of the drug use, treatment, behavior and attitude since discontinuance, etc. Please note that a history of using controlled substances does not result in automatic disqualification from the selection process. Prior to disqualifying any candidate whose profile falls within the provisions of the policy, the candidate shall be given the opportunity to present any and all evidence of mitigating facts which the candidate feels should be considered by the hiring authority.

HOW TO APPLY

Applications are accepted on-line at www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: AK
HR Technician: NC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/05-3112-OC
JUVENILE CORRECTIONAL COUNSELOR II
AK

Juvenile Correctional Counselor II Supplemental Questionnaire

- * 1. How did you learn about this opportunity?
- ☐ CalJobs
 - ☐ California Probation, Parole, and Correctional Association
 - ☐ Careersingovernment.com
 - ☐ College or University
 - ☐ Craigslist
 - ☐ DiscoverCorrections.com
 - ☐ Employee of Sonoma County
 - ☐ Facebook
 - ☐ GovernmentJobs.com
 - ☐ Hispanic Chamber of Commerce of Sonoma County
 - ☐ Indeed
 - ☐ Job Fair
 - ☐ La Voz
 - ☐ Latino Service Providers
 - ☐ Los Cien
 - ☐ Monster
 - ☐ PORAC
 - ☐ Press Democrat
 - ☐ sonoma-county.org/www.yourpath2sonomacounty.org
 - ☐ Sonoma County Human Resources Office
 - ☐ Sonoma County Job Line
 - ☐ Twitter
 - ☐ Other Internet Site
- * 2. Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.
- ☐ I would also like to be considered for future part-time positions.
 - ☐ I would also like to be considered for future extra-help positions.
 - ☐ I am only interested in full-time positions.
- * 3. Do you have a valid California driver's license?
- ☐ Yes ☐ No
- * 4. As an adult, have you been convicted of a felony, or are you currently under formal probation supervision?
- ☐ Yes ☐ No
- * 5. If you are currently on probation or have been convicted of a felony, please explain. Otherwise, respond "N/A."
- * 6. Are you willing to undergo a thorough background investigation which may include a review of criminal, employment, education, driving and credit records, and to an inquiry into your personal and social history, including any use of drugs and alcohol?
- ☐ Yes ☐ No

- * 7. Are you willing to work any shift assignments, including evenings, nights, weekends, and holidays?
- ☐ Yes ☐ No
- * 8. Have you successfully completed Juvenile Correctional Core Training as required by the California Corrections Standard Authority for entry-level Juvenile Correctional Officers?
- ☐ Yes
☐ No
☐ I am an out of state applicant who otherwise meets minimum qualifications, but who needs to complete Juvenile Correctional Core Training.
- * 9. Please review the minimum qualifications for this position and describe below how you meet them.
- For education, list your degrees obtained and number of semesters/units completed
 - For experience, include your job title(s), duties completed, employer(s), and employment dates
- * 10. Please describe your roles and duties in supervising and/or leading activities as a Juvenile Correctional Counselor.
- * 11. Please describe your training and experience in Evidence Based Practices (EBP) as a Juvenile Correctional Counselor working with youth. Specify the types of EBPs you have used.
- * 12. Please describe a time when you were involved in an emergency or critical situation as a JCC. Detail your role in handling the situation, how you responded, and the outcome.
- * Required Question



COUNTY OF SONOMA BENEFITS: GENERAL*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual; 11 holidays per year and generous sick leave accruals.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

Cash Allowance: A cash allowance of approximately \$600 per month, in addition to monthly salary.

Retirement: Defined benefit plan fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or 707-565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.