



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

Probation Work Crew Supervisor – Regular & Extra-Help

An Equal Opportunity Employer

SALARY

\$29.13 - \$35.42 Hourly \$2,338.38 - \$2,843.30 Biweekly \$5,066.48 - \$6,160.48 Monthly
\$60,797.81 - \$73,925.79 Annually

OPENING DATE: 06/20/18

CLOSING DATE: Continuous

THE POSITION

Landscaping - Maintenance - Skilled Trades

The Sonoma County Probation Department seeks qualified individuals who are interested in working with Probation work crews. Starting salary up to \$35.42/Hour* and a cash allowance of \$3.45/hour (up to 80 hours per pay period) for permanent employees).



In addition to a generous starting salary and hourly cash allowance, this position offers an excellent benefits* package, including:

- An annual Staff Development/Wellness Benefit allowance of \$850
- 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 every year thereafter for good work performance, until reaching the top of the salary range
- 11 holidays per year; and generous vacation and sick leave accruals
- 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

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

Probation Work Crew Supervisors instruct and supervise offenders enrolled in the Supervised Adult Crew (SAC) Program. The SAC Program is a detention alternative program where adult offenders complete their jail term by working on projects throughout the community. By completing government and non-profit projects, the SAC Program builds a sense of community, teaches work skills, and enhances the community.

Probation Work Crew Supervisors are responsible for carrying out assigned maintenance, landscape, construction, and industrial production projects; time frame estimates; and acting as Probation Department representatives. Assigned projects vary based on project specifications and/or building codes, individual expertise, crew composition, and if the use of skilled workers and project managers is required.

Ideal candidates will possess a combination of the following:

- Supervisory experience
- Coursework and/or experience in project management
- Corrections experience, working directly with offenders
- California Class "A" Commercial Driver's License
- Experience in operating heavy equipment such as backhoes, excavators, and bulldozers
- Journey-level experience in one or more skilled trades such as carpentry, plumbing, masonry, electrical, general engineering, or landscaping
- Bilingual English/Spanish skills are highly desirable, but not required

EXTRA-HELP EMPLOYMENT

Extra-help employees relieve or augment permanent staff. Intermittent, extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most regular employee benefits such as: long-term disability insurance coverage; accrual of vacation; participation in the County retirement program; or eligibility to take promotional examinations. **Intermittent, extra-help employees are limited in their employment to a maximum of 1,380 hours within any twelve month consecutive period.** Extra-help employees who meet the eligibility requirements may qualify for a County contribution toward medical coverage.

This recruitment is being conducted to fill a Work Crew Supervisor position, as well as multiple Extra-Help, intermittent positions. The employment list established from this recruitment may also be used to fill future full-time, part-time, or extra-help openings as they occur during the active status of this list. The Civil Service title for this position is Probation Industries Crew Supervisor.

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 one year of full-time experience supervising offenders in a correctional facility and/or experience in carrying out semiskilled maintenance, landscape, construction, or industrial production projects. Coursework or experience in project management, as well as licensure as a general contractor, a landscape contractor, or journey-level experience in one or more skilled trades such as carpentry, plumbing, masonry, or electrical is desired.

License: Possession of a valid 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.

Background Requirement: Incumbents shall not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in a federal jurisdiction, which would have been a felony if committed in this state, nor be under current formal probation supervision.

Candidates certified for employment must be willing to undergo an in-depth background investigation including a psychological evaluation, criminal history check, and a medical examination, and may be subject to drug and alcohol testing in accordance with Department of Transportation Federal Highway Administration regulations, 49 CFR 382, et. al.

Citizenship Requirement: Permanent resident aliens who wish to be employed as peace officers must apply for citizenship prior to application for such employment. Permanent resident aliens must cooperate with the U.S. Department of Immigration in meeting all requirements for U.S. citizenship or they shall be disqualified for peace officer status.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: typical offender behavior patterns and methods of controlling behavior problems and disturbances; techniques and skills necessary to provide the leadership role in supervising, directing, and instructing the activities of offenders; project management including cost estimating for construction projects, materials, time frames, and equipment; construction practices and the properties of materials used in erecting, installing, repairing, and removing diverse structures or structural parts, pipelines, and/or landscape development and maintenance; building codes and occupational safety and health practices and procedures related to construction and maintenance activities; the proper use and care of various hand and power tools to complete construction, maintenance, and landscaping work; principles of written and oral communication and report writing techniques, including language mechanics, syntax, and English composition; and advanced first aid techniques and practices, including cardiopulmonary resuscitation.

Ability to: make and record detailed observations; read blueprints and specifications; supervise work of offenders; keep accurate records related to project costs, labor, time, and materials; exercise good judgment and decision making and adopt an effective course of action in an emergency situation, with limited to no supervision; effectively supervise a group of offenders engaged in various construction, industrial, and maintenance work activities; acquire and maintain the respect of offenders and fellow staff toward maintaining firm control in individual and group situations; maintain a cooperative working environment and provide positive motivation to offender crews; establish and maintain effective working relationships with staff, County departments, community agencies, and representatives; work outdoors for extended periods under varying weather conditions; work different shifts, weekends, and holidays; interpret and enforce institutional rules, regulations, and other policies with firmness, tact, and impartiality; observe inmates and anticipate and avert problems; effectively control, direct, and instruct inmates individually and in groups; prepare written reports; physically apprehend and/or restrain offenders in the line of duty.

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](https://agency.governmentjobs.com/sonoma/job_bulletin.cfm?JobID=2109475) 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 #18/06-3106-OEHC
PROBATION WORK CREW SUPERVISOR – REGULAR & EXTRA-
HELP
AK

Probation Work Crew Supervisor – Regular & Extra-Help Supplemental Questionnaire*** 1. How did you first learn about this opportunity?**

- ☐ California Probation, Parole, and Correctional Association
- ☐ CalJobs
- ☐ Chief Probation Officers of California
- ☐ College or University
- ☐ Craigslist
- ☐ Craigslist Humboldt
- ☐ Craigslist Mendocino
- ☐ Craigslist Sacramento
- ☐ Discover Corrections
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ Peace Officers Research Association of California
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Veterans Services Office
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication

*** 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. Have you been convicted of a felony in this state or any other state, or in any federal jurisdiction; or of any offense in any other state or in a federal jurisdiction which would have been a felony if committed in this state; or are you under current formal probation supervision?**

- ☐ Yes ☐ No

*** 4. Are you willing to undergo an in-depth background investigation including a psychological evaluation, criminal history check, and medical examination?**

- ☐ Yes ☐ No

*** 5. Are you a U.S. Citizen? Or, if you are a resident alien, have you applied for citizenship prior to the date of your application for Probation Industries Crew Supervisor?**

- ☐ Yes ☐ No

- * 6. Please indicate the days you are available to work from the following choices.
- ☐ Monday
 - ☐ Tuesday
 - ☐ Wednesday
 - ☐ Thursday
 - ☐ Friday
 - ☐ Saturday
 - ☐ Sunday
- * 7. **Minimum qualifications normally include one year of full-time experience supervising offenders in a correctional facility and/or experience carrying out semiskilled maintenance, landscape, construction, or industrial production projects.**
Please describe how you meet the minimum qualifications. Include in your response your job title(s), employer name(s), and dates of employment (mo/yr to mo/yr).
- * 8. Please select all of the trades in which you have experience. If you do not have experience in any of the below trades, select "N/A."
- ☐ Carpentry
 - ☐ Commercial Tractor-Trailer Hauling
 - ☐ Electrical
 - ☐ Estimating Construction Projects
 - ☐ General Engineering
 - ☐ Heavy Equipment
 - ☐ Industrial Production/Manufacturing
 - ☐ Landscaping
 - ☐ Masonry
 - ☐ Plumbing
 - ☐ Welding
 - ☐ Additional experience I will detail in my response to supplemental question #9
 - ☐ N/A
- * 9. Please describe your experience in the trades you indicated in the above question. For each trade, please describe:
- Type and scope of the project(s) you worked on
 - Your role on the project(s)
 - Years in the trade (mm/yy to mm/yy)
- * 10. Please describe any experience you may have as a lead worker where you were responsible for teaching, instructing, and/or training others in the trades noted above.

* Required Question