



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

Correctional Deputy II

An Equal Opportunity Employer

SALARY

\$31.40 - \$38.17 Hourly \$2,520.60 - \$3,064.05 Biweekly \$5,461.30 - \$6,638.78 Monthly
\$65,535.57 - \$79,665.37 Annually

OPENING DATE: 02/15/18

CLOSING DATE: Continuous

THE POSITION

**The Sonoma County Sheriff's Office seeks experienced correctional officers.
Come to beautiful Sonoma County and become a Correctional Deputy II!**

In addition to starting salary up to *\$38.17/Hr. (\$79,665/Yr.), approximately \$600/Mo., and opportunities for premium pay assignments, this position offers a generous benefits package that includes wellness and professional development funds. Candidates with English/Spanish bilingual skills are encouraged to apply!

In the Sonoma County Sheriff's Office, Correctional Deputy II's process, care for, and manage individuals held in lawful detention. Deputies can be assigned to various work areas including: central control, classification, contact visiting, court holding/movement, crisis negotiation, detention alternatives, disciplinary grievance, facility training, gang intelligence, K-9 handler, mental health, policy & compliance, pre-trial, program, and the specialized emergency response team. They are required to work all shifts, including nights, weekends, and holidays.

This full, working-level position in the Correctional Deputy job series is for individuals who meet the following criteria:

- Achieved a passing score on the California Board of State and Community Corrections (BSCC) Adult Corrections Officer Examination
- Completed the California BSCC's Adult Corrections Officer Core Course
- Completed the California BSCC's Adult Corrections Officer Supplemental Core Course (also referred to as the 832 Penal Code Course)
- Completed one year of work experience as a Correctional Deputy I or equivalent

Working in the Sonoma County Sheriff's Office

Serving the community since 1850, the Sheriff's Office employs over 650 employees to protect and secure the half-million residents within the 1,768 square miles of Sonoma County. With a staff of over 300 employees, the Detention Division is committed to serving the California and County of Sonoma by providing a secure, safe, and humane environment for both the staff and inmates. With more than 15 different highly-trained and specialized units, you can be confident that a career with the Sonoma County Sheriff's Office will be anything but monotonous.

After being hired and receiving appropriate training, Deputies are assigned to the Main Adult Detention Facility (MADF) and/or North County Detention Facility (NCDF). A variety of specialty assignments are available in the Sheriff's Office. Specialty assignments are made on a "most qualified" basis and are entitled to premium pay. To learn more about these assignments, and how we serve the community, please visit the [Sonoma County Sheriff's Office website](http://www.sonomacountysheriff.com).

Choose Sonoma County

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 communities. You can also look forward to some excellent benefits*, including:

- A cash allowance of approximately \$600 per month for full-time positions
- An annual Staff Development/Wellness Benefit allowance up to \$850
- Bilingual premium pay of \$0.95 cents per hour in addition to the hourly pay rate for bilingual assignments
- Premium pay for specialty assignments, ranging from 2.5% to 10.0%
- Differential pay for evening and night shifts
- Onsite workout facilities
- Competitive vacation and sick leave accruals, 11 holidays per year
- Significant County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Retirement is fully integrated with Social Security. With the recent pension reform, new employees as defined and eligible will receive a 2.7% at 57 formula, or for those individuals who meet certain criteria, 3.0% at 50

*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [Sonoma County Law Enforcement Association's Memorandum Of Understanding \(SCLEA MOU\)](#). Bilingual positions require English and Spanish skills at either the basic (conversational) or fluent (reading, writing, and conversational) level. A bilingual examination will be conducted prior to employment to confirm level of skill. The bilingual premium pay begins upon the assignment of a bilingual caseload.

When you join the County of Sonoma, you'll have the freedom to explore the beauty of our county - its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. Please visit www.sonomacountyconnections.org and www.santarosachamber.com for additional information about the community.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience which would provide for the listed knowledge and abilities. Normally, this would include graduation from high school or possession of an acceptable General Education Development Certificate and one year of work experience with an adult correctional institution in a position equivalent to that of a Correctional Deputy I with Sonoma County.

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: Must be at least 18 years of age at time of appointment; 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 Adult Corrections Officer 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, polygraph, and a medical examination.

Candidates must be willing to work in uniform and willing to work all shifts, including days, evenings, nights, weekdays, weekends, holidays, and overtime.

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of: modern methods and techniques of dealing with individuals in custody; criminal attitudes and behavior patterns, and the social factors underlying criminal behavior; rules, regulations, practices and procedures in the day-to-day operation and control of the Sheriff's detention facility; the behavior of people in a custody setting.

Ability to: interpret and enforce institutional rules, regulations and other policies with firmness, tact and impartiality; observe inmates and anticipate and avert potential problems; effectively control, direct and instruct inmates individually and in groups; make accurate risk assessments and inmate classifications; read, speak and write English effectively, and interpret written material; make simple arithmetic calculations; read and speak Spanish may be required for certain assignments; use electronic information equipment and specific systems utilized within the department; enter data accurately; use word processing software to prepare clear and concise reports; accurately follow oral and written directions; promote acceptable attitudes and behavior of inmates while in confinement; work with and around a wide variety of people; take verbal abuse; make quick, effective and reasonable decisions in emergencies, and to take appropriate action to include physically restraining violent inmates; work in uniform; work all shifts, including days, evenings, nights, weekdays, weekends, holidays, and overtime.

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 and should 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 hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

The selection procedure will consist of the following examination:

An **Application and Supplemental Questionnaire Appraisal (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 PROCESS

Being part of the Sheriff's Office and being expected to keep the public safe requires a thorough background investigation process. This process includes an assessment of prior work history, verifying educational experiences, court reports, public records searches, understanding past patterns relating to drug usage, financial patterns, etc. This entails gathering a significant amount of information from job candidates and speaking to former employers, friends, family members, etc. Polygraphs, drug tests, and medical, and physical examinations are also part of this process. 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. This process can take anywhere from 3-5 months. Many factors are taken into consideration and one should not assume a credit issue or prior drug use is automatically disqualifying. Candidates will be given the opportunity to present mitigating information they feel should be considered. You are encouraged to be as responsive as possible while this process is taking place to help expedite the timeline, and we encourage you to stay patient and interested in this great career opportunity while this process is taking place.

You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

Please read the [Sheriff's Office Pre-Employment Drug Use Guidelines](#) for further information.

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: CG
HR Technician: RR

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

EXAM #18/02-4154-OC
CORRECTIONAL DEPUTY II
CG

Correctional Deputy II Supplemental Questionnaire

- * 1. Please indicate if you are interested in bilingual positions, and your level of proficiency.
 - ☐ Yes, I have basic (conversational) English/Spanish bilingual skills
 - ☐ Yes, I have fluent (reading, writing, and conversational) English/Spanish bilingual skills
 - ☐ No, I do not have English/Spanish bilingual skills, and/or I do not wish to be considered for a bilingual position
- * 2. Are you 18 years old?
 - ☐ Yes ☐ No
- * 3. Are you a high school graduate or do you have a GED?
 - ☐ Yes ☐ No
- * 4. Are you willing to work any shift assignments, including evenings, nights, weekends, and holidays?
 - ☐ Yes ☐ No
- * 5. Are you willing to undergo a thorough background investigation, which may include a review of criminal employment, education, driving, and credit records, and an inquiry into your personal and social history, including any use of drugs and alcohol?

☐ Yes ☐ No

- * 6. Are you willing to undergo polygraph, psychological, physical abilities, and medical examinations?
☐ Yes ☐ No
- * 7. Have you reviewed and do you understand the [Sheriff's Office Drug Guidelines](#)? (Please note, if you do not have Internet access, you can request the drug standards packet from the Human Resources reception desk.)
☐ Yes ☐ No
- * 8. Which of the following applies to your citizenship status?
☐ I am a U.S. citizen
☐ I am a permanent resident alien who has applied for U.S. citizenship
☐ None of the above
- * 9. As an adult, have you been convicted of a felony or are you currently under formal probation?
☐ Yes ☐ No
- * 10. If you answered "Yes" to question 9, please explain your response. If you answered "No", please respond, "N/A."
- * 11. Did you pass the California Board of State and Community Corrections Adult Corrections Officer Examination upon your entry-level hire as an Adult Corrections Officer?
☐ Yes ☐ No
- * 12. Have you successfully completed the California Board of State and Community Corrections Officer Core Course?
☐ Yes ☐ No
- * 13. Have you successfully completed the California Board of State and Community Corrections Officer Supplemental Core Course (also referred to as the 832 Penal Code Course)?
☐ Yes ☐ No
- * 14. Have you worked for one year or more in a position equivalent to Correctional Deputy I in an adult correctional facility?
☐ Yes ☐ No
- * 15. Please describe your qualifying work experience as a Correctional Officer. Include job titles, time in service, a description of your recent assignment, and information regarding the agency you work(ed) for.
- * 16. Please describe your experience working in collateral or specialty units. Include:
- Employing agency
 - Name of the specialty unit/position held
 - Date you held the collateral/specialty assignment

- Any experience gained conducting investigations

* 17. How did you first learn about this opportunity?

- ☐ Alliance for Innovation
- ☐ Association of Bay Area Governments (ABAG)
- ☐ CalJobs
- ☐ Careersingovernment.com
- ☐ College or University
- ☐ Craigslist
- ☐ Craigslist Sacramento
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ International Association of Women Police
- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ NENA.org
- ☐ NIXLE
- ☐ POST
- ☐ PORAC
- ☐ 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

* Required Question