

<b>Bulletin Number</b>	3492BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Probation
<b>Position Title</b>	GROUP SUPERVISOR, NIGHTS, PROBATION
<b>Exam Number</b>	F8618D
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	04/19/2012
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	2927.00
<b>Salary Maximum</b>	3625.36
<b>Benefits Information</b>	<b>Represented Employees</b> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
<b>Position/Program Information</b>	Ensures order and security during normal nighttime sleeping hours in a facility maintained for the custody, care, treatment or rehabilitation of juveniles.
<b>Essential Job Functions</b>	Makes initial security check and periodic rounds of the living unit beginning at 10:00 p.m. and continuing throughout the shift to visually observe each minor assigned to the unit; maintains order, safety and security in the unit and communicates with staff members being relieved to determine the general condition of the unit and any unusual circumstances; takes appropriate action by alerting staff anytime a minor appears to be injured, attempting self-injury, or attempting escape; ensures that injured or ill minors obtain timely medical attention; supervises juveniles on awakening, in dressing, and in preparing for the day; responsible for preventing minors from harming themselves or others; and transports minors to medical care facilities, courts or other locations.
<b>Requirements</b>	<b><u>SELECTION REQUIREMENTS:</u></b> (1) High school graduation or equivalent (G.E.D) or high school proficiency test indicating high school graduation level*. (2) A Valid Red Cross CPR and First Aid Certificate prior to appointment. <b>(3) THE FOLLOWING REQUIREMENTS RELATING TO PEACE OFFICER STATUS:</b>  - **No felony convictions - U.S. Citizenship - AGE: 21 years of age
<b>Physical Class</b>	<b>Physical Class IV – Arduous:</b> Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.
<b>License(s) Required</b>	A valid California Class "C" Driver License is required.
<b>Special Requirement Information</b>	<b>* APPLICANTS MUST ATTACH A COPY OF HIGH SCHOOL DIPLOMA OR G.E.D. CERTIFICATE DURING APPLICATION SUBMISSION.</b>  <b><u>*Applicants must upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax the document to (562) 401-2885 within five</u></b>

**(5) days of filing online, or by the last day of filing. WHICHEVER COMES FIRST. Please include your name, the Exam Number, and Exam Title on the faxed documents.**

Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE PAST FIVE YEARS WILL NOT BE APPOINTED.**

**Both A Valid Red Cross CPR and First Aid Certificate and Driving Record MUST be provided prior to appointment.**

**Examination  
Content**

This examination will consist of a qualifying written examination (Juvenile Corrections Officer) developed and validated by the California Department of Corrections and Rehabilitation (CDCR), Corrections Standards Authority (CSA) and an interview covering training, experience, and personal fitness to perform the duties of the position weighted 100%.

Candidates who meet the following criteria are not required to participate in the written examination:

Applicants that have previously taken the Juvenile Correction Officer written test (utilized as of September 2004) as part of an exam administered by the County of Los Angeles Probation Department and successfully passed (received a passing score) will have their written test result transferred to this examination. Written test results/scores from the former Juvenile Correction Officer (administered prior to September 2004) test cannot be transferred.

Candidates employed with the Probation Department currently working in a Peace Officer capacity for at least one year.

Applicants that are currently scheduled to take the Juvenile Corrections Officer written test as part of a different Probation Exam will have their written test scores transferred to this examination.

Only those candidates who pass the written examination will proceed to the oral interview.

Candidates must achieve a passing score of 70% or higher in the interview in order to be placed on the eligible register.

RETAKE: Candidates that fail to receive a passing score on either the written test or structured interview may NOT compete in this examination for six (6) months from the date of the failed test administration.

**THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

**Special  
Information**

Study guides and other test preparation resources are available to help candidates prepare for the written Juvenile Corrections Officer Test on the Probation website at <http://probation.lacounty.gov> under Candidate Orientation Booklet.

ALL CANDIDATES WILL BE REQUIRED TO PROVIDE POSITIVE IDENTIFICATION BEFORE BEING ADMITTED TO WRITTEN OR INTERVIEW EXAMINATION. PLEASE BRING TO THE EXAMINATION A

VALID DRIVER LICENSE OR ANOTHER FORM OF VALID IDENTIFICATION WHICH HAS YOUR PHOTOGRAPH AND SIGNATURE (SCHOOL OR BUSINESS I.D. CARD, BUILDING PASS, PROFESSIONAL LICENSE, VALID PASSPORT, ETC.)

**\*\*AN EXTENSIVE CRIMINAL RECORDS CHECK WILL BE CONDUCTED TO ENSURE NO FELONY CONVICTIONS.**

A thorough background investigation, including live scan and drug screening will be conducted prior to appointment. You need not list an arrest and/or conviction when the record of such an incident has been sealed in accordance with Penal Code Section 1203.45, 851.7 or 851.8; nor do you need to list an arrest and/or conviction if your record has been expunged or is eligible for expungement pursuant to Health and Safety Code Section 11361.5. However, you must list the arrest and/or conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code Section 1179 or 1172), or a pardon per Section 4852.16 of the Penal Code.

**CANDIDATE AGE WILL BE VERIFIED DURING THE BACKGROUND PROCESS.**

**Vacancy  
Information**

The resulting eligible register for this examination will be used to fill vacancies located in the Los Angeles County Probation Department, Residential Services Bureau and Detention Services Bureau.

**Eligibility  
Information**

The names of candidates receiving a passing grade of 70% or higher in this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months, following the date of promulgation.

**Available Shift  
Application and  
Filing  
Information**

Night

**APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.**

All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission) ONLY. Facsimile and hardcopy applications will not be accepted.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during the

selection process.

Applications can be completed and submitted online by clicking on the link above this bulletin that reads Apply to Job so you can track the status of your application online and receive notification of your progress by e-mail.

Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted. This examination may close for filing at any time without prior notice.

Note: If you are unable to attach required documents, you may fax them to (562) 401-2885 within five (5) business days of filing online. Please include exam number and exam title.

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. All information and records are subject to verification. Applications may be rejected at any stage of the selection process.

FAILURE TO PROVIDE THE COMPLETE INFORMATION INCLUDING THE NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S); YOUR JOB TITLE(S); BEGINNING AND ENDING DATES; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE OF YOUR ORGANIZATION, COMPLEXITY AND LEVEL OF ACCOUNTABILITY RELATED TO YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND

## ACCEPTANCE INTO THE EXAMINATION PROCESS.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[GENERAL EXAMINATION INFORMATION](#)

**OR**

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Maryann Gutierrez
<b>Department Contact Phone</b>	562-940-2662
<b>Department Contact Email</b>	Maryann.Gutierrez@probation.lacounty.gov
<b>ADA Coordinator Phone</b>	562-940-3552
<b>California Relay Services Phone</b>	562-940-2711
<b>Alternate TTY Phone</b>	562-940-2711
<b>Job Field</b>	Public Safety/Law Enforcement/Probation
<b>Job Type</b>	Protective Services Workers