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Job details

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Bulletin Number	19384BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Probation
Position Title	GROUP SUPERVISOR, NIGHTS, PROBATION
Exam Number	F8618F
Filing Type	Open Continuous
Filing Start Date	11/20/2013
Salary Type	Monthly
Salary Minimum	2,984.09
Salary Maximum	3,696.55
Position/Program Information	Ensures order and security during normal nighttime sleeping hours in a facility maintained for the custody, care, treatment or rehabilitation of juveniles.

Essential Job Functions

- Makes initial security check and periodic rounds of the living unit 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 minors on awakening, in dressing, and in preparing for the day.
- Responsible for preventing minors from harming themselves or others.
- Transports minors to medical care facilities, courts or other locations.

Requirements

SELECTION REQUIREMENTS: Graduation from an accredited high school* -OR- A California High School Proficiency Certificate** awarded by the California State Board of Education.

Candidates must meet the qualifications for designation as Peace Officer within the Probation Department, including, but not limited to:

1) No Felony Convictions

2) U.S. Citizenship

3) At least 21 years of age at the time of appointment

Physical Class

Physical Class IV - Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

License(s)

A valid Califoria Class C Driver License is required to perform job-related

Required

essential functions. Appointees must obtain a California Commerical Class B Driver License with Passenger Endorsement within 90 days from the date of appointment.

Certificate(s) Required

A valid Red Cross C.P.R. and First Aid Certificate***.

Special Requirement Information

*In accordance with the provisions of California Government Code Section 1031(e), accredited high schools are those accredited by certifying organizations recognized by the United States Department of Education and include accredited public and non-public high schools in the United States and accredited United States Department of Defense high schools.

**A California High School Proficiency Certificate is awarded by passing the General Educational Development Test (GED) or the California High School Proficiency Examination (CHSPE) tests.

An official high school diploma or a California High School Equivalency Certificate (GED or CHSPE) must be submitted during the background investigation process.

Successful applicants for this position wil 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.

Appointees will be required to meet the State-mandated CORE training requirements as defined by Standards for Training in Corrections.

***Appointees will obtain the Red Cross C.P.R. and First Aid Certificate as part of the State-mandated CORE training.

Accreditation Information

Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of three parts:

Part I: An online unproctored written test (Work Styles Assessment) weighted 15% covering Achievement, Confidence and Optimism, Deductive Reasoning Ability, Independence, Influence, Professional Potential, and Reliability.

NOTE: INVITATION TO TAKE THE WSA ONLINE WRITTEN TEST WILL BE SENT ELECTRONICALLY TO THE EMAIL ADDRESS PROVIDED ON YOUR APPLICATION.

Candidates that have taken any identical written part(s) for other exams will have their written responses for the identical part(s) automatically transferred to this exam.

This exam contains test parts that may be used in the future for new exams. Your score will be transferred to the new exam and you may not be allowed to retake any identical test parts for at least twelve (12) months.

Candidates who do not pass the Work Style Assessment computerized

written test will be notified by mail. Scores cannot be given over the phone.

Part II: A written test (Juvenile Corrections Officer) weighted 60% developed and validated by the Board of State and Community Corrections. The Juvenile Corrections Officer written test covers Following Written Directions, Reading Comprehension, Writing Clarity, Writing Details, Accuracy with Forms and Coded Information, and Work Attitudes.

Candidates that have previously taken the Juvenile Corrections Officer written test within the last twelve (12) months as part of an exam administered by the County of Los Angeles Probation Department will have their written test scores automatically transferred to this examination. All other candidates must take the Juvenile Corrections Officer written test.

Candidates who do not pass the Juvenile Corrections Officer written test will be notified by mail. Scores cannot be given over the phone.

Only candidates that pass the Work Style Assessment computerized written test and the Juvenile Corrections Officer written test will be invited to the examination interview.

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

Part III: An interview weighted 25% covering Emotional Control, Adaptability, Interpersonal Sensitivity, Objectivity/Tolerance, Listening Comprehension, Oral Comprehension, Selective Attention, Multi-tasking, and Applied Memorization.

Candidates must achieve a passing score of 70% on all weighted parts of the examination in order to be placed on the Eligible Register.

Candidates that fail to receive a passing score on either the Work Style Assessment computerized written test, Juvenile Corrections Officer written test, or structured interview may NOT compete in this examination for twelve (12) months from the date of the failed test administrate.

Special Information

Candidates must be able to pass a thorough BACKGROUND INVESTIGATION which may include, but is not limited to, the following:

1) **Live Scan and Criminal Records Check**

2) **Polygraph Examination or Computer Voice Stress Analyzer Test**

3) **Psychological Examination**

4) **Medical and Drug Screening Examination**

5) **Credit Check**

NOTE: IF YOU HAVE APPLIED FOR A PEACE OFFICER POSITION WITH THE LOS ANGELES COUNTY PROBATION DEPARTMENT AND HAVE BEEN DISQUALIFIED AS PART OF THE BACKGROUND PROCESS WITHIN THE LAST 12 MONTHS, YOUR APPLICATION WILL BE AUTOMATICALLY REJECTED.

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

Orientation Booklet.

You can also access test preparation materials for the computerized version of the test by going to http://www.shldirect.com/en/practice-tests/.

While these study guides will help in preparing for the test, we advise you to review ALL related materials you deem necessary.

Vacancy Information

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

No candidate may compete in this examination more than once every twelve (12) months.

Available Shift

Night

Application and Filing Information

Applications must be filed online only. Applications submitted by US 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.

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 be 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 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 SELECTION 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, date completed, and number of credit 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:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

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.

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

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