

**Stanislaus County**  
now offers an employee  
bonus worth up to  
**\$10,000 or 21**  
**additional days of**  
**leave time!\***

*\*See inside for details*

# Probation Corrections Officer I/II

## Stanislaus County Probation Department

**\$53,268-\$74,172 Annually**

*Please see job posting for the application deadline & timeline*



# THE POSITION

The Probation Corrections Officer I is the entry-level Peace Officer position responsible for the care and custody of youth detained in Juvenile Hall, Juvenile Commitment Facility, or participating in various alternative-to-custody programs. Advancement to the II level will be based upon satisfactory or better performance after completing one (1) year of employment. Individuals in this classification may be assigned to work in the Juvenile Hall, Juvenile Commitment Facility, or other juvenile supervision programs. Juvenile Hall and the Juvenile Commitment Facility are locked custodial facilities operating on a 24-hour basis. Individuals selected for the position of Probation Corrections Officer must be willing and available to work any shift, on a rotation basis, as well as weekends and holidays. This position is also subject to overtime, standby, and callback assignments. Performs related duties as assigned.

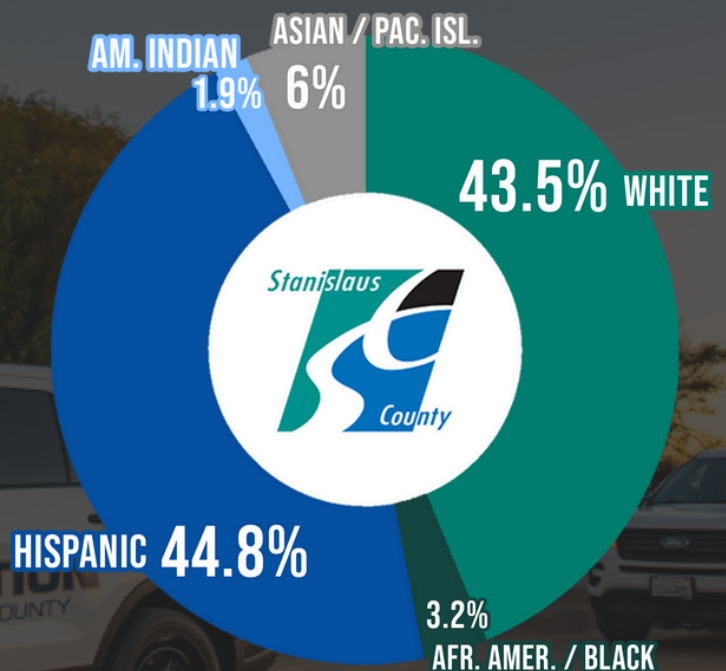
## THE VISION

*Creating a culture of trust and having a positive impact to build a safer Stanislaus County!*

# THE DEMOGRAPHICS

## Stanislaus County Comparison:

Demographically, the Probation Department is an almost identical match to the population that they serve in Stanislaus County



42% MALE	<i>Probation</i>	58% FEMALE
49.6% MALE	<i>County</i>	50.4% FEMALE







## THE TYPICAL TASKS

- Comply with all state and federal regulations required of youth correctional facilities
- Provide direct assistance and supervision of detained youth during recreation, study, and work activities
- Instruct youth in personal hygiene, clothing care, toilet and table habits
- Assist staff in serving meals
- Issue equipment and supplies as needed
- Counsel and advise youth utilizing behavior modification techniques as well as individual and group counseling and/or communication techniques
- Transport youth to and from Juvenile Detention facilities or other custody facilities
- Enforce department procedures to achieve institutional safety and security, enforce discipline and order, and maintain sanitation standards
- Oversee visitation procedures, inspect all items brought into the custodial facilities, and monitor all incoming and outgoing mail of confined youth
- Act promptly and efficiently in emergency situations, including restraining and handcuffing youth
- Use O.C. (pepper) spray in accordance with departmental policies and procedures
- Observe youth activities, document their behavior, prepare incident reports and compose progress reports
- Book incoming youth, conduct searches, completes room assignments and observation records
- Assist in training of subordinate staff members as necessary

## EXAMINATION PROCESS

Probation recruitments consist of the steps detailed below and are governed by Merit Principles. The examination process ensures that all applicants are given the same opportunity to gain employment within Stanislaus County.

- **Application Review and Screening** - Applications are carefully screened based on information provided. Those who submit incomplete applications that lack relevant qualifications or do not submit all required documents will not be invited to move on.
- **Orientation** - Attendance is mandatory to continue in the recruitment process.
- **Written Examination** - Samples of the written examination can be found by searching "Probation Officer Examination" on the Internet.
- **Oral Exam Panel Interview** - A ranking oral examination. Successful candidates will be placed on an eligibility list.
- **Personal History Statement and Background Investigation** - Thorough Peace Officer background investigation.
- **Conditional Offer Examination** - The pre-employment exams include drug testing, physical examination, fingerprint clearance and a psychological examination.
- **Selection Interview** - Selection Interview with the Chief Probation Officer.

*UNSATISFACTORY RESULTS IN ANY ASPECT OF THE FOREGOING, INCLUDING BACKGROUND INVESTIGATION FINDINGS, MAY RESULT IN REMOVAL FROM THE ELIGIBILITY LIST.*

## THE COMPENSATION

**\$53,268-\$74,172 Annually**

- Additional compensation of 3% will be paid to incumbents upon completion of Juvenile Correctional Officer Core training
- Additional compensation of \$1.00 per hour will be paid to eligible certified bilingual incumbents.

# EDUCATION & EXPERIENCE

## Probation Corrections Officer I

- High School Graduation or pass the General Education Development (GED) test indicating high school graduation level

AND

- Possess and maintain a valid California Driver's License

AND

- The County requires you be at least 21 years old at the time of appointment.

## Probation Corrections Officer II

- High school graduation or pass the General Education Development (GED) test indicating high school graduation level

AND

- Equivalent of one (1) year full-time experience as a Probation Corrections Officer I

AND

- Possess and maintain a valid California Driver's License

AND

- The County requires you be at least 21 years old at the time of appointment.

*NOTE: Proof of degree is required in order to be offered a position*

## The California State Government Code provides the following minimum requirements for all Peace Officer positions in California:

- Must be free from any prior felony convictions;
- Pursuant to Government Code Section 1031 applicants for peace officer positions must be legally authorized to work in the United States under federal law
- Must be 18 years of age or older
- Must provide fingerprints for a criminal records check
- Must be of a "good moral character" determined by a background investigation
- Must have a High School diploma or GED equivalency
- Must be free from any physical, emotional or mental condition that might adversely affect the exercise of Peace Officer powers

*This is a Veterans' Preference Program eligible job classification*

# PHYSICAL DEMANDS

The Job Task Analysis provides information detailing the physical and functional demands of the classification.

For the complete job task analysis, visit the Risk Management website at [www.stancounty.com/riskmgmt/](http://www.stancounty.com/riskmgmt/) under the "Disability" tab.

# DESIRABLE QUALIFICATIONS

- Six (6) months experience working with adolescents in a supervisory role
- OR
- Six (6) months experience working in a detention facility, jail, or prison
- OR
- Completion of 30 units of relevant college coursework in one of the following fields: Criminology, Administration of Justice, Law Enforcement, Sociology, Psychology or other related fields of study

*In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.*

*For the full job description & minimum qualifications, scan the QR code below*







**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.



# JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!\*

\*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

## YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



### Cash Payout

Redo that kitchen or paydown debt.

*It's all yours.*



### Leave Time

Take a little extra time off and enjoy yourself.

*You've earned it.*



### Deferred Compensation

Reduce some taxable income and receive it later.

*Why not?*



**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.



**clubwellness**  
myclubwellness.org

# Employee Choice Bonus Plan

## UNDERSTANDING THE DETAILS



### JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



#### Option 1 BONUS CASH PAYMENT

*(Default if employee declines to make a choice)*

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



#### Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



#### Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

### Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.





## COMPENSATION & BENEFITS

Approximate Annual Base Salary:

**\$53,268-\$74,172 Annually**

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2.7% at approximately age 57 formula)
- Medical, dental, vision, and basic term life insurance plans
- 2 weeks annual vacation upon entering County service
- 16 additional vacation hours annually
- 96 hours of sick leave annually
- 12 paid holidays annually
- Optional participation in Flexible Spending Account & Health Savings Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

*Details available upon request*

*For further information on Stanislaus County Probation, scan the QR code or visit [StanCounty.com/Probation](http://StanCounty.com/Probation)*



## RECRUITMENT INCENTIVES:

### Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000! Visit [stanjobs.org](http://stanjobs.org) for details

### Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

### Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

## WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



## **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Stanislaus County Probation Corrections Officer Association (SCPCOA) bargaining unit for labor relations purposes. Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months.

Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

## **APPLICATION PROCEDURES/FINAL FILING DATE: Continuous but may close at anytime**

### **Oral Examinations are tentatively scheduled on a continuous basis**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

### **Resumes will not be accepted in lieu of a completed application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

## **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

Note: The eligibility list generated from this recruitment may be used to fill future extra-help and part-time vacancies with the Stanislaus County Probation Department.

## **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.