



COUNTY OF SHASTA  
INVITES APPLICATIONS FOR THE POSITION OF

# JUVENILE DETENTION OFFICER I/II

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THE CURRENT VACANCY IS WITHIN THE SHASTA COUNTY  
PROBATION DEPARTMENT

WRITTEN EXAM IS TENTATIVELY SCHEDULED FOR SEPTEMBER 2024

SKILLS OR EXPERIENCES LISTED UNDER THE IDEAL CANDIDATE  
STATEMENT MAY ALSO BE USED TO SCREEN APPLICATIONS

SEE "SPECIAL REQUIREMENT" SECTION

RESPONSES TO SUPPLEMENTAL QUESTIONS REQUIRED

FINAL FILING DATE: AUGUST 29, 2024 AT 5:00 PM



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## SALARY INFORMATION

JUVENILE DETENTION OFFICER I: \$4,204 FLAT RATE MONTHLY\* / \$24.25 FLAT RATE HOURLY\*

JUVENILE DETENTION OFFICER II: \$4,413 - \$5,632 MONTHLY\* / \$25.46 - \$32.49 HOURLY\*

\*Please refer to the appropriate Bargaining Unit Memorandum of Understanding for potential future salary increases\* Please visit <https://www.shastacounty.gov/personnel/page/labor-agreements-mous>.

## ABOUT SHASTA COUNTY

Shasta County offers all of the amenities of the big city while retaining a comfortable small town atmosphere. With its natural beauty, affordable housing, excellent educational system, abundance of recreational opportunities, and excellent quality of life, Shasta County is a great place to live, work, and raise a family.

## **ABOUT THE DEPARTMENT**

**The Probation Department** conducts pre-sentence investigations, prepares pre-sentence reports, and makes placement recommendations for juveniles and adults accused of felonies. Following sentencing, the department monitors all individuals given terms of probation. The major divisions and "core" functions of the department are adult and juvenile intake, and adult and juvenile supervision.

**The Shasta County Juvenile Rehabilitation Facility (JRF)** is a 24-hour secure detention facility administered by the Probation Department. The JRF is responsible for the care, custody, and control of youth and transitional aged youth up to twenty-five years of age. Our mission is accomplished by ensuring staff serve as role models and project an appearance, attitude and behavior which creates an atmosphere conducive to positive change, and by working closely with our community partners to deliver research driven programs targeting the individual needs of our population.

## **ABOUT THE POSITION**

Under supervision, to learn to provide for the counseling, care, welfare and custody of juveniles and transitional aged youth at the Juvenile Rehabilitation Facility and promote rehabilitation of residents through evidence- or research-based practices; and to perform related work as required.

JDO's are assigned to the Juvenile Rehabilitation Facility (JRF) or River's Edge Academy and perform the duties of a juvenile correctional officer. The JRF is a 24-hour secure detention facility that provides a safe and secure environment for detained youth. Persons working in this position may be required to work mandatory overtime as needed.

Daily functions include:

- Planning, organizing, & supervising programs for residents including recreational activities
- Assisting youth in gaining insight into themselves and their relationship with others
- Maintaining effective discipline
- Teaching acceptable behavior
- Taking proper action for non-cooperating youth
- Assisting in the development and documentation of case plans
- Take measures to reduce tensions and avoid possible violence

**SPECIAL NOTE: An individual will be required to pass a background investigation relevant to working in a law enforcement office or facility prior to be hired. Availability for day, swing, and graveyard shifts is required.**

## **WHY BECOME A JDO?**

Juvenile Detention Officers (JDOs) have the ability on a daily basis to make a positive impact on the youth in custody. JDOs take pride in knowing that they have an opportunity to teach discipline, respect, accountability,

and to promote rehabilitative efforts by mentoring the youth and conducting programming to aid in each youth's success. Each JDO recognizes that their work with the youth in custody has contributed to public safety and the success of future generations of the citizens of Shasta County.



## **BENEFITS FOR FULL-TIME EMPLOYEES**

- 12 holidays days per year
- Vacation: 10 days first 3 years; 15 days 4-9 years; 17 days 10-15 years; 20 days 16+ years
- Sick Leave: 12 days per year
- Paid Overtime Opportunities
- CalPERS Retirement (2% @ 57)
- Life Insurance and Long-Term Disability
- Insurance: Medical, Dental, and Vision insurance, with the County paying all or a portion of premiums depending on plan and number of dependents selected.
- Employee Assistance Program
- Golden State Financial Authority – Down Payment Assistance Program
- Scholar Share 529 – College Savings Plan

## **CANDIDATE CHARACTERISTICS**

- Possess a high school diploma (or equivalent)
- Undergo a significant background investigation including credit history, driving history, personal history and criminal history
- Undergo an analysis of psychological traits and abilities relative to this position
- Undergo an analysis of physical condition
- Be willing to work in an institutional setting and is available to work all shifts

## **PROMOTIONAL OPPORTUNITIES**

The Juvenile Detention Officer I/II is the first in a series of positions in the Juvenile Rehabilitation Facilities. As positions open, candidates may apply for the following positions:

- Juvenile Detention Officer III - Salary \$56,976 - \$72,720 Annually
- Supervising Juvenile Detention Officer - Salary \$62,820 - \$80,184 Annually

## **DISTINGUISHING CHARACTERISTICS**

**Juvenile Detention Officer I:** This is the entry level Peace Officer position within this classification series. After approximately one year of successful service, successful completion of the basic Juvenile Corrections Officer Core training and at the discretion of the department, an individual may be promoted to a Juvenile Detention Officer II.

**Juvenile Detention Officer II:** This is the journey level Peace Officer position within this classification series. Incumbents are expected to perform assigned tasks with a high degree of independence and good judgment. Successful completion of one year as a Juvenile Detention Officer I and successful completion of the basic Juvenile Corrections Officer Core training and a Peace Officer Standards and Training (POST) approved PC 832 training is required.

## **IDEAL CANDIDATE**

The ideal candidate will have completed 30 units of course work at an accredited college and had one year of related job experience. Completion of the PC832 (Arrest, Search, and Seizure) training, First Aid and CPR training are desirable.

## **EXAMPLES OF DUTIES**

Plans, organizes, delivers, and supervises programs for residents, including such activities as housekeeping chores, personal hygiene, meals, pro-social activities and recreational activities; conducts individual, group and family discussions to promote rehabilitation and reduce recidivism through the use of evidence- or research-based practices; assists residents to gain insight into themselves and their relationships with others; models pro-social behaviors, provides coaching and mentoring; takes proper action for non-cooperating residents; maintains effective discipline and instructs in acceptable behavior and pro-social activities and communication;

maintains visual surveillance and follows prescribed measures for institutional security; maintains necessary logs, records, and reports; admits and releases residents upon proper authority; communicates with parents/guardians, probation officers, law enforcement, and other individuals as required; explains the purposes and procedures of the facility; remains alert for potential problems and takes measures to reduce tensions and avoid possible violence; assigned to the Juvenile Rehabilitation Facility and is available to work all shifts.

## **PROGRAM HIGHLIGHT**

### **GROW Program**

A hands-on agriculture/animal husbandry program where residents, under the supervision of Juvenile Detention Officers & services providers learn to grow fruits and vegetables and care for animals.



### **River's Edge Academy**

A treatment focused camp program in the Juvenile Rehabilitation Facility which serves as an alternative to out of home placement. Youth are supervised by Juvenile Detention Officers in a more relaxed living environment while participating in intensive behavioral and mental health treatment.



## QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

### Juvenile Detention Officer I:

**Knowledge of:** Factors which influence human behavior; delinquency and criminogenic needs; good physical and mental health and hygiene; pro-social behavior; and evidence-based practices/interventions.

**Ability to:** Learn and apply the practices, procedures, and interventions of evidence-based or research-based practices, including motivational interviewing techniques and core correctional practices used in detention and custody of youth; respond constructively to behavior problems and gain the cooperation of residents; demonstrate positive role modeling; respond calmly and appropriately to emergency and crisis situations; plan and direct a group of residents in work, meal, education, and leisure time activities; learn to anticipate and prevent acts of violence to persons and property; learn applicable medical terminology and to deliver medications; write clear and concise log entries and reports; follow oral and written directions; demonstrate effective judgment; establish and maintain cooperative working relationships with those contacted in the course of work; maintain a professional demeanor.

**These standards are typically attained with** possession of at least a High School diploma (or its equivalent). Applicants must demonstrate an aptitude and willingness to perform those duties as described above.

### Juvenile Detention Officer II:

**Knowledge of:** Factors which influence human behavior; delinquency; good physical and mental health and hygiene; pro-social behavior; and evidence-based practices/interventions.

**Ability to:** Learn and apply the practices, procedures, and interventions of evidence-based or research-based practices, including motivational interviewing techniques and core corrections practices used in detention and

custody of youth; respond constructively to behavior problems and gain the cooperation of residents; demonstrate positive role modeling; respond calmly and appropriately to emergency and crisis situations; plan and direct a group of residents in work, meal, education, and leisure time activities; learn to anticipate and prevent acts of violence to persons and property; learn applicable medical terminology and to deliver medications; write clear and concise log entries and reports; follow oral and written directions; establish and maintain cooperative working relationships with those contacted in the course of work; demonstrate effective judgment; maintain a professional demeanor.

**These standards are typically attained with** one year of experience comparable to that of a Juvenile Detention Officer I with Shasta County and successful completion of the basic Juvenile Corrections Officer Core training and a POST approved PC 832 training, or one year of equivalent experience as a Juvenile Detention Officer I in other California law enforcement agencies.

**Note: Completion of First Aid and CPR training are desirable.**

## **SPECIAL REQUIREMENTS**

- Applicant must possess a valid California driver's license.
- An individual with a felony conviction may not be employed in this classification.
- Persons working in this position must be willing to physically intervene with out-of-control minors to protect self, other staff, and other minors.
- Physical agility and endurance requirements established by the Board of State and Community Corrections must be met.
- An individual will be required to pass a background investigation relevant to working as a peace officer in a law enforcement office or facility prior to being hired, including psychological and polygraph examinations.
- All individuals offered employment with Shasta County must pass a pre-employment physical examination that includes drug and alcohol testing.

## **SUPPLEMENTAL QUESTIONS**

Responses to the following must be submitted with a completed application.

1. Do you have one year of experience as a Juvenile Detention Officer? Yes \_\_\_ No \_\_\_
2. If yes to supplemental question #1, in which agency did you obtain this experience? If no, please type "N/A".
3. Have you completed PC832 training? Yes \_\_\_ No \_\_\_
4. If yes to supplemental question #3, in what year and at which educational facility did you complete this course? If no, please type "N/A".
5. Have you completed the basic Juvenile Corrections Officer CORE class? Yes \_\_\_ No \_\_\_
6. If yes to supplemental question #5, in what year and at which educational facility did you complete this course? If no, please type "N/A".
7. Do you understand that if you are hired to work in this position, you may be required to work mandatory overtime as needed? Yes \_\_\_ No \_\_\_
8. I acknowledge that this position requires a valid driver's license. Yes \_\_\_ No \_\_\_

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk; hear; stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

Persons working in this position must be willing to physically intervene with out-of-control youth to protect self, other staff, and other residents.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works outside in various weather conditions.

The noise level in the work environment is usually moderate.

## **OTHER CONSIDERATIONS**

- All new employees are required to have their paycheck directly deposited to a bank account.
- Some positions may require a valid California driver's license and acceptable driving record according to County policy.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
- Shasta County participates in E-Verify. For more information visit [https://www.everify.gov/sites/default/files/everify/posters/IER\\_RighttoWorkPoster.pdf](https://www.everify.gov/sites/default/files/everify/posters/IER_RighttoWorkPoster.pdf). If you do not have internet access, contact Personnel at (530) 225-5515 to request a flier.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are



considered disaster workers and may be asked to respond accordingly.

- Positions in this classification are covered by a collective bargaining agreement between the County and the Professional Peace Officers Association of America (PPOA).
- Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees' Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 50, (2) 2% at 55, or (3) 2% at 57. An employee in this classification will also contribute up to 11.5% of his/her pay to this plan or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit our employees benefit page at <https://www.shastacounty.gov/personnel/page/employee-benefits> for additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County's website are for information purposes only. To the extent the provisions of the flyer or the County's website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

## **APPLICATION & SELECTION PROCEDURES**

**Shasta County Personnel will accept applications and responses to the supplemental questions until 5:00 p.m., on August 29, 2024.** A Resume and/or Cover Letter will be accepted in addition to the application form but will not serve as a substitute for a completed application. ***It is not acceptable to complete the application with statements such as, "Refer to Resume and/or Cover Letter," or "See Attached Resume and/or Cover Letter" the employment application must be completed in its entirety prior to submission. Incomplete applications will not be processed.*** Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

**Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.**

**Veterans' Credit:** Veterans (as defined by California Government Code section 18973) who have been discharged from military service under conditions other than dishonorable and who receive a passing score on all components of the employment examinations (up to and including oral examinations) shall receive credit for an additional five points to be added to their final examination score. To be considered for this credit, a veteran **MUST** provide a copy of his or her discharge document (DD-214 or equivalent) and information as to the type of discharge (honorable, dishonorable, etc.) **WITH THE EMPLOYMENT APPLICATION ON OR BEFORE THE FINAL FILING DATE.**

**Applicants are encouraged to apply on-line at [www.ShastaCountyCareers.com](http://www.ShastaCountyCareers.com) or submit an application to the Shasta County Personnel Office.**

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.



**SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**  
Shasta County Personnel  
1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515

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