

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## GROUP SUPERVISOR

**Bilingual (English/Spanish) Encouraged to Apply**

**Supplemental Questionnaire Required**

Open and Promotional

Job # 24-SV3

**Salary: \$5,739 – 7,261 / Month**

**Closing Date: Friday, May 3, 2024**

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### *County Equity Statement*

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under direction, provides for the care, welfare, custody and rehabilitation of juvenile detainees in the juvenile hall on an assigned shift and/or youth participating in a community-based detention alternative program; and does other work as required. **The eligible list established from this recruitment may be used to fill future full-time, part-time, substitute, and temporary (extra-help) positions.**

**GROUP SUPERVISORS WORK A VARIETY OF SHIFTS, INCLUDING DAYS, SWING, GRAVEYARD, WEEKDAYS, WEEKENDS AND HOLIDAYS.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Coursework in psychology, sociology or other behavioral science **OR** experience involving the supervision, care, or leadership of juveniles or adults.

**Special Requirements: License/Certificate Requirements:** Possession and maintenance of a valid California Class C Driver License during the course of employment. Ability to successfully complete CA State mandated Core training through the Standards and Training for Corrections (STC) program within the probationary period. **Background Investigation:** Ability to pass a full background investigation to meet provisions of Government Codes 1029, 1029.1 and 1031. **Special Working Conditions:** Exposure to the possibility of bodily injury; infections which may cause chronic disease or death; combative minor detainees; offensive odors; high noise levels; insect bites; dust and pollens. **Other Special Working**



**Requirements:** Must be at least 18 years of age at time of appointment to be in compliance with Department of Juvenile Justice requirements; must be a U.S. citizen or have a pending application for naturalization; must be available to work a flexible schedule, including evenings, weekends, holidays and on an emergency, as needed basis. Candidates are subject to the State of California Board of State and Community Corrections Title 15 – Minimum Standards for Juvenile Facilities and must pass a pre-employment medical evaluation and physical examination that meet the requirements of Title 15, Article 3. If appointed to a regular non-extra-help position from this list, incumbents must successfully complete, within one year of hire, an out-of-county 5-week training course with a physical conditioning component.

**Knowledge:** Some knowledge of basic factors that influence human behavior; good health and hygiene and typical housekeeping methods; and basic interviewing principles and techniques.

**Ability to:** Learn and apply practices and procedures used in detention, custody and care of detainees and youth participating in a community based detention alternative program; respond constructively to detainees and/or youth participating in a community based detention alternative program behavior problems and understand and gain their cooperation; plan, organize and direct a group of detainees and/or youth participating in a community based detention alternative program in work, meal and leisure time activities; learn to anticipate and prevent acts of violence to persons and property; work cooperatively with others; write clear and concise log entries and reports; comprehend and follow oral and written instructions; communicate effectively orally; obtain a First Aid and CPR Certificate issued by the American Red Cross; stand and walk for extended periods of time up to 8 hours; lift items weighing up to 35 pounds from floor level and 50 pounds from 12 inches above floor level, such as assisting in lifting a minor detainee and carry items weighing up to 50 pounds; conduct individual, group and family counseling with juveniles with behavioral or emotional problems; and work without close supervision.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

### **GROUP SUPERVISOR I – SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. List any coursework you have completed in psychology, sociology or other behavioral science. For each course, list course title, school, number of units and type of unit (semester or quarter).
2. Describe your education and/or work experience involving the supervision, care or leadership of juveniles or adults.

#### **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** – 14 paid holidays per year.

**BEREAVEMENT LEAVE** – 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** – County pays for employee and eligible dependent coverage.

**VISION PLAN** – County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** – County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** – Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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SS/mg 12/23