

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## DEPUTY PROBATION OFFICER III

Bilingual (English/Spanish) Candidates  
Encouraged to Apply

Supplemental Questionnaire Required

Open and Promotional  
Job # 25-SU8-01

Salary: \$8,433 – 10,580 / Month

Closing Date: Friday, May 30, 2025

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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:** The Deputy Probation Officer III is a first line supervisor classification. The primary role of the supervisor is to plan, coordinate and oversee a group or team of people to efficiently use available resources and maximize productivity in order to achieve set objectives. Under general direction, serve as a unit supervisor responsible for supervising, training, scheduling and evaluating the work of a group of subordinate probation officers; and/or perform the most difficult, complex and specialized probation casework; direct and supervise subordinate group supervisors and/or Probation Aides; serve as a member of the Department's supervisory team; and do other work as required. The ideal candidates will possess exceptional leadership skills and qualities that enable them to promote the mission and vision of the department and build alignment between staff and management. Commitment to public service, centering equity and promoting the wellbeing of those we serve is essential. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

**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:

Two years of experience performing responsible probation casework duties comparable to a Deputy Probation Officer II in Santa Cruz County. Employees must complete the Supervisor Core Training as mandated by the Corrections Standards Authority within the first year of hire.

**Special Requirements: License/Certificate Requirements:** Upon hire possess a valid California Class C Driver License. Complete mandated Standards and Training for Corrections Program requirements.



**Fingerprint/Background Investigation:** Ability to pass a full background investigation to meet provision of Government Code 1029, 1029.1 and 1031. Fingerprinting required. Mentally and physically capable of performing the classification's essential functions.

**Knowledge:** Thorough knowledge of probation casework objectives, principles and methods; fundamental principles of human behavior, psychology and defense mechanisms; operations and interrelationships of the criminal justice system; and Federal and State laws, regulations and procedures governing the criminal justice system. Working knowledge of interviewing, counseling and crisis intervention principles and techniques; causes of social problems, including delinquency and crime; and public and private community resources available to probationers. Some knowledge of the principles and practices of supervision and training.

**Ability to:** Train, plan, assign, review and evaluate the work of subordinate staff; interpret, explain and apply Federal and State laws, regulations and policies governing probation program operations; manage a complex and difficult caseload; prepare, review and edit complex court reports and case files; gather and analyze complex investigative materials; implement new programs, prepare procedures, forms, manuals and resource materials; serve as an internal consultant, liaison and trainer to other professionals and organizations; establish and maintain effective working relationships with staff, clients, community agency representatives and others; effectively represent the Probation Department at interdepartmental meetings and on task forces, commissions and committees; interview persons from diverse socio-economic, cultural and educational backgrounds to obtain confidential and sensitive information; assess, through observation, the possible presence of substance abuse or mental health problems, and make the appropriate referrals; manage a heavy workload while working under pressure of deadlines; successfully work with challenging justice involved persons and their families; effectively use community resources; use dictating equipment, physical restraints, drug testing devices and radios; write clear, concise and objective reports; prepare and maintain accurate records, case files and statistical reports; evaluate, recommend improvements and assist in implementing sections' automated systems and record keeping requirements; and input, access and analyze data using a computer.

**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.

### **DEPUTY PROBATION OFFICER III – 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. Describe your education and experience that demonstrate your ability to supervise, train and evaluate subordinate staff.
2. Describe how you would measure the progress of your staff's work to achieve predetermined outcomes that support the department's mission and vision.
3. Please describe the techniques and/or tools you will use to transition from peer level relationships to being a supervisor who holds coaching and accountability as priorities in your new role.

#### **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** – 22 days first year, increasing to 37 days after 15 years. 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 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** – 1959 Survivor's Benefit plus pension formula 2% at age 50 or 2.7% at age 57 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 pays a portion of retirement contribution.

**LIFE INSURANCE** – County paid \$50,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** – Employees in the 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 (HCFSFA)** – 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)