

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## SUPERVISING CORRECTIONS OFFICER

Promotional Only

Job # 25-RC8-01

Salary: \$7,765 - 10,412 / Month

Closing Date: Monday, July 21, 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:** Under general supervision, on an assigned shift, supervise and participate in the work of booking, guarding, supervising, transporting, and releasing inmates in the County Detention Facilities; ensure inmates safety and security; train correctional officers; and do other work as required. **The list established will be used to fill vacancies during the life of the eligible list.**

**THE REQUIREMENTS:** Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

### TWO YEARS OF EXPERIENCE AS A DETENTION OFFICER IN SANTA CRUZ COUNTY

**SPECIAL REQUIREMENTS/CONDITIONS:** **License/Requirements:** Possession of a valid California class C driver license. **Special Working Conditions:** Exposure to: heights, such as 40-foot perimeter walls; microwaves; bees; pollen; loud noises; chemical irritants, such as strong offensive odors; infections which may cause chronic disease or death; hostile and aggressive persons. **Other Special Requirements:** Available to work a flexible schedule, including weekends, nights, holidays and on an as needed basis. **Background Investigation:** Ability to pass a full background investigation.

**Knowledge:** Working knowledge of criminal attitudes, behavior problems, and the social factors influencing criminal behavior; basic rules, regulations, practices and procedures as they relate to the daily



operation and control of a detention facility; disciplinary procedures and techniques appropriate for persons under criminal confinement; techniques of directing the activities of others; and inmate classification procedures. Some knowledge of principles and practices of supervision and training; and identification and presentation of physical evidence.

**Ability to:** Assign, supervise, train and evaluate the work of subordinate staff; effectively control, direct and instruct inmates individually or in groups; read, understand, interpret, apply and enforce departmental rules, policies and regulations with firmness, impartiality and tact; speak and write effectively and give clear and understandable oral and written instructions; operate a typewriter and a computer terminal; make quick, effective, reasonable and responsible decisions in emergencies and take appropriate action; recognize group behavior patterns, individual differences, and symptoms of emotional disturbance; carry, lift and drag persons, perform cardiopulmonary resuscitation, defend oneself against attack and restrain violent persons; stand and walk for long periods of time; complete detailed records and reports accurately; establish and maintain effective working relationships with others; work under physical and mental stress; wear a self-contained breathing apparatus; learn defense and restraint tactics; distinguish colors, such as warning lights; lift 55 pounds from floor level, such as lifting an injured or ill inmate with the assistance of other correctional officers; restraining combative inmates; see at near and far distances, such as reading booking sheets and observing inmates 40-50 feet away; and hear and distinguish a variety of sounds such as alarms and calls for assistance in a noisy environment.

**THE EXAMINATION:** Your application 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 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.

## **EMPLOYEE BENEFITS:**

**VACATION** – Employees on 5/8 schedule accrue at 14 days per year, rising to 29 days per year after 15 years of service. Employees on 7/12 schedule accrue at 10 days per year rising to 25 days per year after 15 years of service. Employees on 4/10 schedule accrue at 12 days and rising to 27 days per year after 15 years of service. Vacation is available after 1 year of service.

**HOLIDAYS** – 13 days for employees on 5/8 schedule. Employees on 7/12 schedule receive 7.07% of their base pay as a holiday differential in lieu of and for holidays. Employees on a 4/10 schedule shall receive one 10-hour day off per month in lieu of the prescribed holidays.

**SICK LEAVE** – 96 hours 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.

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

**DENTAL PLAN** – County pays for employee and 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.

**DEPENDANT CARE PLAN** – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

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

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

**LONG TERM DISABILITY PLAN** – Employee paid. Provides up to 70% of the first \$14,286 of pre-disability earnings up to \$10,000 per month maximum.

**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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