

Recruitment and Hiring

302.1 PURPOSE AND SCOPE

To set forth the guidelines for selection and employment of new staff. This policy applies to all employees.

302.2 AUTHORITY AND REFERENCES

- Executive Team;
- Riverside County Ordinance 440;
- 270 WIC;
- 1029, 1031, 12940, 12940.1 GC;
- 1203.5 PC;
- MOU;
- ADA Regulations.

302.3 POLICY

The Chief Probation Officer is the hiring authority for all positions of employment allocated to the Probation Department. Within the limits established by the Board of Supervisors, the Chief Probation Officer is responsible for appointing assistants, deputies and other employees to accomplish the mandates of the legislature and the courts.

302.4 PROCEDURE

- (a) The Chief Probation Officer reviews with the Presiding Judge of the California Superior Court any departure from established background standards for hiring positions which provide direct support to the Court. An applicant who has been convicted of an offense declared to be a felony in the State of California is not considered for employment unless the conviction has been set aside pursuant to Section 5021 of the Federal Youth Corrections Act (Title 18, USC, Sec. 5055, et. seq.). It is then subject to departmental review based on background standards.
- (b) Riverside County Ordinance 440 outlines recruitment and hiring policies. Riverside County Human Resources Department (RCHRD), under this ordinance, is designated a merit system. Appointments, promotions, demotions, transfers, and dismissals are made on the basis of merit and ability. All job descriptions, including minimum qualifications are established by RCHRD in accordance with accepted personnel standards; federal, state, and local laws and regulations; and needs of the County.
- (c) Recruitment
 1. When a position becomes available, the appropriate Director/Assistant Director completes and submits a REQUEST TO FILL VACANCY to Probation Personnel

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Services (PPS) Director. All requests are approved by the Chief Probation Officer or designee.

2. Upon approval, Probation Personnel Services - Support Unit will forward a transaction request to the Certification Unit in RCHRD.
3. RCHRD is responsible for recruiting qualified applicants and establishing eligibility lists for all County positions. All interested persons may apply for a position by submitting a resume annually or during the open recruitment. Information about the position, final filing dates, and required application materials can be obtained from the Job Openings announcement published on the RCHRD website.
4. The Probation Department assists the RCHRD in the recruitment of qualified applicants by attending job fairs, handing out recruitment materials, distributing job bulletins by mail or FAX, and advertising in newspapers, journals and newsletters, departmental and other internet employment websites.
5. All resumes are sent to either the RCHRD in Riverside or Indio for screening prior to any other step in the selection process.

(d) Screening

1. RCHRD reviews all applications for adherence to minimum qualifications. No person shall be employed in or appointed to any regular, temporary or seasonal position without meeting the minimum qualifications set forth in the class specification. RCHRD may also administer other selection procedures as necessary, such as written exams, oral exams and evaluations of training and experience.
2. Applicants for Deputy Probation Officer and Probation Corrections Officer are required to pass Corrections Standards Authority written exams for those positions or exam determined to be equivalent.

(e) Certification/Eligible Lists

1. After the required screenings are completed, County Human Resources certifies candidates eligible for hire to the Probation Department.
2. Eligible lists are established by County Human Resources for most positions. Candidates who successfully complete the screening process are typically placed on the eligible list for 3 months, or as noted in the Job Openings website, depending on the position. Candidates are removed from the eligible list if they fail to appear for an interview, are hired for a regular position or decline a position.

(f) Departmental Interviews

1. The log of referral and copies of resumes are sent from RCHRD to PPS. PPS then forwards the materials to the appropriate hiring authority or designee.
2. Each division is responsible for scheduling the interviews. Applicants may be contacted by phone or in writing. If the applicant cannot be personally contacted

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(i.e. messages are not acceptable), the applicant must be sent a letter. Note: PPS schedules the interviews for Deputy Probation Officer.

3. Interviewer(s) must prepare questions and desired answers prior to the interview. All candidates should be asked the same questions. Questions must be job-related; no reference to race, sex, religion, national origin, marital status, transportation, number of children, veteran's status, or other personal/non job-related areas may be made. Note: Interviewers are selected by the Chief Probation Officer or designee. Interview questions are approved by the Chief Probation Officer or designee prior to interviews.
4. Candidates are informed of any testing prior to the interview (e.g. typing, written exam).
5. At time of interview, candidates are asked to update their resume and to complete and sign a release of information for an employer reference check to assist in the background investigation process.
6. Candidates cannot use notes in an oral interview or written exam unless requested by the interview panel.
7. The completed log of referral and a copy of all interview materials are forwarded to the Probation Department Human Resources Coordinator. Directors should retain a copy of the log and resumes for future reference.
8. A copy of the log and resume must be retained for three years.
9. The Probation Department Human Resources Coordinator:
 - (a) Sends a "thank you for interviewing" letter to each applicant who interviewed for a position in the department;
 - (b) Sends the original log of referral to County Human Resources; and
 - (c) Retains copies of the list and resumes.
 - (d) The Department Human Resources Coordinator, after consultation as necessary, responds to any questions posed by interviewees. A copy of the lists will be provided to appropriate directors as requested.

(g) Hiring Applicants

1. The Probation Background Investigations Coordinator initiates the background process on behalf of the Chief Probation Officer for all regular positions to enter the background process. The Director or designee offers temporary positions and will notify PPS that applicant will be calling to begin the background process.
 - (a) Salary and working conditions should be explained when the applicant is contacted to begin the background process. (See Advance Step Employment Policy for explanation of the advance step employment.)
2. For temporary positions, the Director or designee contacts the applicant and offers an opportunity to enter the background process. The Director/designee will instruct the applicant to call PPS to initiate the background process and then inform PPS.

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(h) Background Investigation

1. A background investigation is completed for all positions based on departmental background standards. Section 1031(d) of the California Government Code specifies as a minimum requirement for selection, that a background investigation must be conducted on all peace officer candidates. A similar requirement is contained in Section 1002(a)(3) of the California Commission on Peace Officer Standards and Training (POST) regulations. The process includes:
 - (a) Set up background file.
 - (b) Record check: DMV; local criminal history record; Child Abuse Central Index; FBI and DOJ record match by name and fingerprints.
 - (c) Applicant completes a Personal History Statement.
 - (d) Applicant signs personnel forms, submits documents required for the position (e.g., proof of education; proof of citizenship or legal right to work; California driver's license; special licenses/certificates).
 - (e) Send letters to employer and personal references.
 - (f) The applicant's background investigation is evaluated in terms of job dimensions and a report is written by the Probation Background Investigator.
 - (g) A discrepancy interview may be conducted by the Probation Background Investigator with the applicant if there are inconsistencies or contradictions between information the applicant supplied or was obtained during the investigation. No confidential information will be disclosed.
 - (h) If discrepancies exist in the background investigation, the Background Investigator will review results with the Director of PPS, Chief Deputy Probation Officer, and/or Chief Probation Officer.
 - (i) All background investigations are reviewed and approved by the Director of PPS. If the applicant fails the background investigation, the appropriate Deputy Chief Probation Officer will review and sign-off the investigation.
 - (j) If the applicant does not pass the background investigation, the applicant is advised by the Background Investigations Coordinator that he/she does not meet standards for the position.

(i) Conditional Offer of Employment

1. If the applicant meets all department standards and successfully completes the background, the Background Investigations Coordinator contacts the applicant to make him/her a conditional offer of employment. This is done for both temporary and regular employees.
2. Upon acceptance of the conditional offer of employment, the candidate is scheduled for a physical exam and a psychological evaluation (if applicable).

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3. Upon successful completion of the physical exam and/or psychological evaluation, the appropriate Division Director or designee is contacted. The Director or designee will contact the candidate to arrange a start date. Once the start date has been established, the Director or designee contacts PPS to advise of the start date.
4. In the event a candidate does not pass the physical exam and/or psychological evaluation, that candidate is disqualified and withdrawn from the hiring process. RCHRD will inform the candidate that they failed and will advise them of the appeal process.

Date(s) revised:

04/26/2010

05/22/2009

01/02/2002

Created: 07/01/1986

Attachments:

1. [Notice of Applicant Processing Procedures- Sworn Personnel](#)
2. [Notice of Applicant Processing Procedures- Non-Sworn Personnel](#)

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NOTICE OF APPLICANT PROCESSING PROCEDURE SWORN PERSONNEL

This is ***not*** an offer of employment and is intended only to inform you of the steps to be taken in determining that you are otherwise qualified for the position offered by the County of Riverside Probation Department.

DO NOT GIVE NOTICE, QUIT YOUR PRESENT JOB, OR RELOCATE.

The hiring process will include:

A thorough background investigation conducted according to guidelines established to comply with the provisions set forth in California Government Code Sections 1092 and 1031, and in accordance with the guidelines of the Commission on Peace Officer Standards and Training.

If you successfully complete the background investigation you will be considered for employment as vacancies occur. When a vacancy does occur and you have been determined to be the best qualified candidate a "Conditional Offer of Employment" will be made contingent upon your successfully completing:

1. A psychological screening to determine job suitability conducted and interpreted by a licensed psychologist as set forth in California Government Code Section 1031(f) and guidelines established by the Commission on Peace officer Standards and Training.
2. A comprehensive medical examination, conducted by a licensed physician, administered according to guidelines established by the County of Riverside in accordance with the provisions of Government Code Sections 1031, 12940, 12940.1, and the Commission on Peace Officer Standards and Training.
3. You must provide documentation necessary for the County to complete the required I-9 form that validates your right to work in the United States.
4. You must affirm and/or sign an Oath of Allegiance to the United States of America.
5. You must successfully complete a probationary period (does not apply to temporary employees).
6. You must provide certification required by the State for the position for which you are being employed.
7. If not a citizen of the United States of America, you must provide proof of U.S. citizenship or application for citizenship made 1 (one) year prior to filing an application for employment as a Deputy Probation Officer; or proof of U.S. citizenship or application for U.S. citizenship within 3 (three) years after the filing of application for employment as a Probation Corrections Officer.
8. Deputy Probation Officer/Probation Corrections Officer classifications (temporary and regular) are encouraged to complete CPR/First Aid prior to employment start date. The American Red Cross offers this training at 8880 Magnolia Avenue, Riverside, (951) 688-6440, or 74-140 El Paseo, Palm Desert, (760) 773-9105.
9. Deputy Probation Officer and Probation Corrections Officer classifications are required to successfully complete all mandated training and pass a written test before end of probationary period. Failure to comply may result in termination from employment.

10. You should also understand that Riverside County has a modified agency shop agreement with one of its employee associations which, if applicable, will require that you pay Association dues except under special/extraordinary circumstances in which you would pay the dues to an agreed upon charity.

Successful completion of all of the above will result in employment.

Signature of Candidate

Date

Signature of Witness

Date

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NOTICE OF APPLICANT PROCESSING PROCEDURE NON-SWORN PERSONNEL

This is ***not*** an offer of employment and is intended only to inform you of the steps to be taken in determining that you are otherwise qualified for the position offered by the County of Riverside Probation Department. **DO NOT GIVE NOTICE, QUIT YOUR PRESENT JOB, OR RELOCATE.**

The hiring process will include:

A thorough background investigation conducted according to guidelines established to comply with the provisions set forth in Riverside County Probation Department Policy "Recruitment and Hiring".

If you successfully complete the background investigation you will be considered for employment as vacancies occur. When a vacancy does occur and you have been determined to be the best qualified candidate a "Conditional Offer of Employment" will be made contingent upon your successfully completing:

1. A comprehensive medical examination, conducted by a licensed physician, administered according to guidelines established by the County of Riverside in accordance with the provisions of Government Code Section 12940 and the Riverside County Probation Department Recruitment and Hiring Policy.
2. You must pass the County's pre-employment physical. Some temporary positions are excluded.
3. You must provide documentation necessary for the County to complete the required I-9 form that validates your right to work in the United States.
4. You must affirm and/or sign an Oath of Allegiance to the United States of America.
5. You must successfully complete a probationary period (does not apply to temporary employees).
6. You must provide any certification required by the State for the position for which you are being employed.
7. You should also understand that Riverside County has a modified agency shop agreement with one of its employee associations which, if applicable, will require that you pay Association dues except under special/extraordinary circumstances in which you would pay the dues to an agreed upon charity.

Successful completion of all of the above will result in employment.

Signature of Candidate

Date

Signature of Witness

Date