

COUNTY OF ALAMEDA HUMAN RESOURCE SERVICES DEPARTMENT

Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612

GROUP COUNSELOR I - MALE ONLY

LAST DAY FOR FILING

Apply immediately -- Exam may close at any time

DATE OF EXAMINATION

Examination will be held by appointment with applicant

A properly completed Supplemental Questionnaire must be submitted with each application. Failure to submit the Supplemental Questionnaire or submission of a Supplemental Questionnaire that is incomplete will result in disqualification.

QUALIFIED BILINGUAL PERSONS WHO SPEAK ENGLISH AND ARE ALSO FLUENT IN SPANISH, CHINESE, VIETNAMESE, CAMBODIAN, LAOTIAN, KOREAN, TAGALOG, AMHARIC, FARSI, TIGRIGNA, RUSSIAN, ROMANIAN OR SIGN LANGUAGE ARE ESPECIALLY ENCOURAGED TO APPLY. THERE IS AN ADDITIONAL BI-WEEKLY COMPENSATION FOR PERSONS IN POSITIONS DESIGNATED BILINGUAL. *Qualified candidates may be tested to demonstrate language proficiency.*

THE POSITION(S): Group Counselor I's supervise juveniles who are in custody or who are wards of the court. They supervise all aspects of the juveniles' daily living, including their personal hygiene, meals, work, institutional security, housekeeping, and recreation activities. Short-term guidance and counseling is given to juveniles on such matters as their group relationships, attitudes toward authority, behavior problems, and other factors affecting their adjustment to an institutional environment. Group Counselor I's must be available to work all shifts and locations and may be assigned to the Probation Center in downtown Oakland; however, most positions are in Juvenile Hall in San Leandro, including the Weekend Training Academy.

PROMOTIONAL OPPORTUNITIES: Group Counselor I may advance by non-competitive examination to: Group Counselor II - \$1679.20 - Current Bi-Weekly Maximum

THE REQUIREMENTS: These are entrance requirements for admission to the exam, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. A candidate's performance in the exam will be judged in comparison with the performance of other candidates.

EITHER I

EDUCATION: Successful completion of a minimum of ten acceptable college or university level courses which would provide the knowledge and abilities required for this position. These courses must be equal to or greater than 30 semester units or 45 quarter units. Acceptability of coursework will be determined by the Probation Department but the most acceptable coursework would include two courses in each of the following areas: English (courses designed to improve writing skills), sociology, cultural anthropology, ethnic studies or similar courses, criminology, psychology. **Official college transcripts must be attached to the application. Failure to submit transcripts will result in disqualification. (NOTE: To be considered official, transcripts must be in sealed envelope from the Registrar's Office.)**

OR II

EXPERIENCE: The equivalent of six months full-time (1040 hours) experience as a Group Counselor Intermittent in the Alameda County classified service. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

OR III

EXPERIENCE: The equivalent of one year of full-time experience involving the organization, direction, or supervision of youth groups in a correctional counseling, or in a recreational or correctional setting. (NOTE: If applying under experience pattern III, applicants must submit a statement signed by their employer, on employer's letterhead, specifying dates of service, hours worked per week and a detailed description of duties. Verification may be waived if impossible to obtain. A request for a waiver must be signed and submitted with your application stating the reason for the request, the name of the employer, the dates of employment and duties performed. Requests for waivers will be evaluated on a case-by-case basis.) **Failure to submit the required verification or a properly completed waiver request will result in disqualification.**

LICENSE: All candidates must possess a valid California Motor Vehicle Operator's License. Certain employees in the Group Counselor series, in the Probation Department's Juvenile Institutions may be required to drive passenger-type vehicles, such as vans, buses, and county cars in order to transport juveniles. Therefore, candidates may be required to obtain a Class B Driver's License. A good driving record according to the DMV Negligent Operator guidelines and qualifications for automotive insurance is also required.

SPECIAL REQUIREMENTS: Applicants must meet all minimum standards for peace officer which include: (1) Applicants must be 21 years of age at the time of appointment. (2) Section 1031 of the Government Code requires that persons appointed to this classification be citizens of the United States or a permanent resident alien who is eligible for and has applied for citizenship, at least one year prior to his/her application for employment. (3) A felony conviction is disqualifying.

PHYSICAL REQUIREMENTS: Binocular vision is required, candidates must have uncorrected visual acuity of at least 20/200 in each eye and corrected visual acuity of at least 20/40 in both. Candidates must satisfactorily pass a thorough medical examination and a psychological evaluation before job placement can take place. Employees currently employed in the Probation Department who hold a Peace Officer classification will NOT have to complete a psychological evaluation in order to be eligible for appointment.

THE EXAMINATION: THIS IS A NEW CONTINUOUS EXAMINATION. The eligible list resulting from this examination will cancel any existing list and will last approximately one year but may be extended. This examination may be reopened as necessary and the names of additional candidates merged onto the existing list according to examination score.

The examination may include but may not be limited to: KNOWLEDGE OF the general emotional and behavioral patterns of both delinquent and non-delinquent juveniles and the causes of juvenile delinquency; cultural groups present in Alameda County; leadership techniques for directing or supervising work or leisure time activities; community resources; first aid practices; acceptable general health care and housekeeping methods; and security, inspection and safety procedures necessary in a secure facility. ABILITY TO cope with hostile and aggressive behavior; secure the respect and confidence of adolescents; establish effective working relationships with supervisors and fellow workers; communicate orally and in writing; organize and supervise structural recreational and housekeeping activities appropriate to a detention setting; provide counseling in groups and with individuals.

THE EXAMINATION WILL CONSIST OF the following three steps: A review of candidates' applications and supplemental questionnaires to verify possession of minimum requirements. Those candidates who possess the minimum requirements for the class will move on to the next step in the examination process, a written test which will be pass/fail. Those who pass the written test will be scheduled for an oral appraisal interview which will be weighted 100% of the candidate's final examination score. The oral interview may contain situational exercises. **CANDIDATES MUST ATTAIN A QUALIFYING RATING ON EACH PORTION OF THIS EXAMINATION. WE RESERVE THE RIGHT TO MAKE CHANGES TO ANNOUNCED EXAMINATION STEPS.**

TO APPLY: Applications may be obtained at the Alameda County Human Resource Services Department, Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612; Dublin Library, 7606 Amador Valley Blvd., Dublin, CA 94566; Fremont Main Library, 2400 Stevenson Blvd., Fremont, CA 94538; or the Union City Library, 34007 Alvarado-Niles Road, Union City, CA 94587. Applications can only be filed at the Alameda County Human Resource Services Department, Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612. The application form is also available on our web site: www.co.alameda.ca.us.

Please print your name

GROUP COUNSELOR I - MALE
Supplemental Questionnaire

As stated in the examination announcement for this position, a properly completed Supplemental Questionnaire must be submitted with an application. Failure to submit the Supplemental Questionnaire will result in disqualification.

The purpose of this questionnaire is for you to identify your qualifications in job-related areas as stated on the job bulletin. It is critical that you fill out the Supplemental Questionnaire completely.

PLEASE MARK YOUR RESPONSES ON THIS PAGE. Print your name at the top of the page, sign and date at the bottom, and attach this form to your application.

1. Are you 21 or more years of age?

YES NO

Birthdate: _____

2. Do you have a valid California Driver's License?

YES NO

Number _____

3. Are you a citizen of the United States?

YES NO

If not, have you applied for citizenship at least one year prior to this application? If Yes, Application Date: _____

YES NO

CERTIFICATION OF APPLICANT: I hereby certify that I am the author of this questionnaire and that all information presented is true and based on my background, skills, and experiences. I agree and understand that misstatements or omissions of material facts, or alterations to questions on this Supplemental Questionnaire herein may forfeit my rights to any employment in the service of the County of Alameda.

SIGNATURE:

DATE: