

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-219

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REPLACES: 12/21/2021

ISSUE DATE: 12/18/2024

SUBJECT: EARLY PROMOTION

POLICY

San Joaquin County job specifications for the Juvenile Detention Officer classification allows credit for experience if employees meet established criteria.

PROCEDURE

A. General Requirements

1. If a part-time Juvenile Detention Officer Assistant has worked 1,040 hours, they may receive credit for that time, providing performance as a part-time Juvenile Detention Officer Assistant was deemed satisfactory.
2. Such an employee after being hired as a full time Juvenile Detention Officer Assistant would be eligible for early promotion after 1040 hours (six months) in their position as a full time Juvenile Detention Officer Assistant.



B. Process

1. The employee should make their request in writing for early promotion to the Deputy Chief Probation Officer of Detention Services, or authorized designee.
2. If the request is approved, the request will be submitted, to Human Resources for review.
3. Early promotions will not be retroactive.
4. Upon approval from Human Resources, the employee will need to fill out the block budget promotion application via the County employment website <https://jobapscloud.com/sjq/> - See below directions:

Block Budget Promotion Application Process

1. Visit the County's employment website: <https://jobapscloud.com/sjq/>

2. Click on the Transfer/Reemployment link:

Open Job Quick Links	
Open Competitive Positions (103) Countywide Promotion Must be an eligible San Joaquin County Employee. (1) Departmental Promotional Must be an eligible San Joaquin County Employee. (5) Countywide Transfer Opportunity Must be an eligible San Joaquin County Employee. (0)	
Application Template  You can update your Application Template at any time to keep it up-to-date. You can use it to copy into any new application.	Transfer/Reemployment  The Transfer/Reemployment job requirements vary depending on the recruitment class.

3. Scroll down to number 3 Block-Budgeted Promotion and click on Block-Budgeted Promotion Application:

3. Block-Budgeted Promotion

This section is for regular San Joaquin County employees who have been approved for a Block-Budgeted promotion and have been asked to complete an application. Please print a copy of your block-budgeted application to provide to your department if it is requested.

Block-Budgeted Promotion Requirements

In order to qualify, you must meet ALL of the following criteria:

- Meet the minimum qualifications of the position
- Meet the eligibility requirements for promotion in accordance with Civil Service Rules
- Have been approved for a Block-Budgeted promotion

Click on the button below to access the Job Descriptions page, select the appropriate position, and click on the link at the top of the job description page to complete the online application.

Block-Budgeted Promotion Application

4. Scroll to the classification of promotion (e.g. Juvenile Detention Officer) and check the box and click the job title:

J

☐ RP0742 - Jail Industries Program Manager Auto Body Painting

☐ RP0735 - Jail Industries Program Manager Upholstery

☐ RP0750 - Jail Librarian

☐ RB6000 - Junior Administrative Assistant

☐ RP2515 - Juvenile Detention Facility Supervisor

☒ **RP2506 - Juvenile Detention Officer**

☐ RP2505 - Juvenile Detention Officer Assistant

☐ RP2510 - Juvenile Detention Unit Supervisor

top of page

5. This will pull up the job description. Click on the “Apply as a Block Budget Promotion applicant” box:



Juvenile Detention Officer (#RP2506)

We are currently accepting applications for this position. To apply, please close this pop-up window and then click on the link for **Current Employment Opportunities Page**.

\$28.59-\$34.75 Hourly / \$4,955.40-\$6,023.32 Monthly / \$59,464.85-\$72,279.90 Yearly

Apply as a **Block Budgeted Promotion** applicant

6. This will take employee to the Terms of Use Agreement page. Scroll to bottom of page and check the “I agree with the above terms of use”, and then click the “I have REGISTERED PREVIOUSLY”

Note

Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the internet.

The San Joaquin County Human Resources Division and the developers of the San Joaquin County online employment application system are not responsible or in any way liable for any computer hardware or software malfunction which may affect your employment application or the applicant selection process.

By accepting the Terms of Use Agreement set forth here, you agree to all of the above terms and you agree to use this online employment application system only for the submission of bona fide employment applications to San Joaquin County. Any other use of this online employment application system, including without limitation any copying, downloading, translation, decompiling or reverse engineering of the system, data, or related software, shall be a violation of this Terms of Use Agreement.

☒ I agree with the above terms of use.

I am a NEW USER

I have REGISTERED PREVIOUSLY

Cancel

7. This is where the employee must log in to their JobAps account and follow the directions for submitting the block budgeted promotion application.