STATE OF UTAH
invites applications for the position of:

AP&P Agent - Roster List 05/19 to TBD

<table>
<thead>
<tr>
<th>SALARY:</th>
<th>$22.55 Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPENING DATE:</td>
<td>05/01/19</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>05/15/19 11:59 PM</td>
</tr>
<tr>
<td>NUMBER OF OPENINGS:</td>
<td>Multiple</td>
</tr>
</tbody>
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This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

CRIMINAL BACKGROUND CHECK: You must successfully pass a criminal history check.

DRIVER LICENSE REQUIREMENTS: Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link: https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3

PHYSICAL ADDRESS: Statewide Division of Adult Probation & Parole All Regions

RECRUITER CONTACT INFORMATION:
Dan
Email: dpthompson@utah.gov
Phone: (801) 545-5532

OVERTIME EXEMPT: No

SCHEDULE CODE: B - Competitive Career Service - Employment in this position requires a probationary period.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

FMLA Notification: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Information is available at https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf or https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf (Spanish)

JOB DESCRIPTION:
Are you looking for a career in providing public safety? Do you want to help make a difference in your community by helping individuals under supervision become productive members of the community? Then don't miss your chance to apply to be an **Adult Probation and Parole Agent**!

**Adult Probation and Parole Agents** work directly with individuals who are on probation or parole in the community. They monitor compliance with conditions set by the Courts and the Utah Board of Pardons and Parole and work with them to become law-abiding members of the community. Agents engage directly with individuals under supervision to address criminal risk factors through application of evidence based correctional practices.

**The Ideal Candidate**

The ideal candidate for this position is someone who:

- Law enforcement officer certification/certifiable; or
- Has minimum of at least 18 months experience as a Correctional Officer or Law Enforcement Officer; or
- Associate degree or higher from an accredited university or 60 completed hours of college coursework; or
- 18 months experience in juvenile corrections / probation; and
- Must be able to pass the Law Enforcement Officer (LEO) physical testing entrance standard or be currently LEO certified, which includes completion of EVO.

**This recruitment will be used to fill AP&P Agent positions for approximately 1 year in various locations around the State of Utah.**

**The entry hourly rate for Agent is $22.55**

Internal UDC employees salary will be based on the current Promotional Policy. (If the increase brings you above the top of the range, your increase will stop at the top of the range.)

**Non-UDC candidates hourly rate will be determined by years of experience:**

- 0 years = $22.55
- 1 years = $22.55
- 2 years = $22.55
- 3 years = $22.55
- 4 years = $22.55
- 5 years = $22.55
- 6 years = $22.80
- 7 years = $23.05
- 8 years = $23.30
- 9 years = $23.55
- 10 years = $23.80
- 11 years = $24.05
- 12 or more years = $24.30

If you are NOT currently POST Certified you **MUST** take and **pass** the National Police Officer Selection Test (NPOST). This test **MUST** be taken before **May 22, 2019**. You **MUST** pass this test with a 70% or above in every category and overall. On the day of the initial testing, you **MUST** provide proof that you have passed the NPOST test. For additional information about the POST test can be found [HERE](#).

**All communication regarding this recruitment/testing process, will be sent out via email.**

**Why You Should Join Our Team**

Agents have a moderately flexible work schedule. Office visits with their caseload occur Monday through Friday; home visits occur at various times of day and day of week to effectively manage their caseload. After completing field training, Agents may be assigned a vehicle they share with another
Agent. Agents are required to work at least 1 night per week and 1 weekend day per month. Depending on work location, some agents also have on-call responsibilities. You will work side by side with our team of professionals who are dedicated to ensuring public safety and positive change of individuals we supervise. Great health and retirement benefits are available. Generous paid time off is provided so you can spend more time with your family and have a positive work-life balance. Click here to view a summary of the benefits we offer.

**The Agency**

The Utah Department of Corrections is a dedicated team of professionals who ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment. For more information on the Utah Department of Corrections please click here.

**EXAMPLE OF DUTIES:**

1) Gathers background information, interviews clients and collateral contacts, visits residences, places of business, jails, etc; evaluates credibility of sources, circumstances, and other related factors.
2) Applies evidence based practices through assessment, offender interactions, case planning and supervision.
3) Analyzes, summarizes and/or reviews data; reports findings, interprets results and/or makes recommendations.
4) Counsels clients to achieve adequate personal rehabilitation and social adjustments.
5) Conducts interviews to gather or clarify information.
6) Adapts program(s) to meet specific needs or concerns.
7) Conducts special investigations for the courts and/or Board of Pardons/Parole and processes paperwork involved.
8) Interacts with confidential informants and acts as an information liaison with other law enforcement agencies.
9) Completes and reviews interstate compact requests.
10) Collects urine samples and/or administers breathalyzer tests.
11) Make arrests when necessary, utilize law enforcement equipment and training.

**TYPICAL QUALIFICATIONS:**

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

1) Use logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions.
2) Speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally.
3) Evaluate information against a set of standards.
4) Find, gather and collect information or data.
5) Communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing
6) Agency and/or organizational program(s)
7) Maintain confidentiality
8) Make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions
9) Provide individual, group and/or family mentoring
10) Deal with people in a manner which shows sensitivity, tact, and professionalism
11) Interviewing techniques
12) The probation and parole rehabilitation process
13) Court/hearing, rules, records, procedures and protocol
14) Arrest and detention procedures
15) Operate and maintain weaponry
16) Job requires LEO certification; Peace Officer Standards Training in Utah.
17) Must possess a valid Utah driver's license

**SUPPLEMENTAL INFORMATION:**

Qualified applicants who are:

- Not LEO certified; or
LEO applicants whose certification is not active must re-activate their certification prior to obtaining employment and must pass a PT test at the LEO academy entrance standards before moving on in the recruitment process.

The standard is:

1. 15 inch Vertical Jump
2. 25 Sit-ups in 1 minute
3. 16 Push-ups, no time constraint, but must be continuous movement/no resting
4. 1.5 mile run in 15:37 or less

If an applicant makes the final hiring list and while awaiting a job offer their LEO certification becomes inactive because they have not been employed as an LEO for more than 18 months but less than four years as described in Utah Code 53-6-208 and 53-6-306, the applicant must complete the reactivation process prior to being hired. If an applicants certification has lapsed, they are not eligible for reactivation and will be required to complete the entire academy.

For additional information on the reactivation process, please refer to: [https://post.utah.gov/waiverreactivation-process/](https://post.utah.gov/waiverreactivation-process/)

For applicants who must attend the LEO academy, arrangements will be made at the time a job offer is extended.

The initial testing is schedule for:

**Wasatch Front:**

- May 28th, 2019 at 0830 hours – Fred House Training Academy 14727 Minuteman Dr., Draper Utah 84020
- May 29th, 2019 at 0830 hours – Fred House Training Academy 14727 Minuteman Dr., Draper, Utah 84020

**Central Utah:**

- May 30th, 2019 at 0930 hours Central Utah Correctional Facility 255 E 300 N Gunnison UT 84634 - Main Entrance

**Southern Utah:**

- May 31st, 2019 at 0930 hours 620 S 5300 W Ste 247 Hurricane UT 84737

**Out of State Applicants:**

If you are testing as correctional or law enforcement officer from out of state, you will be required to pass the PT test. If you are interested in having your law enforcement officer certification transfer to Utah you must comply with any requirements Utah POST sets forth. These requirements may include at a minimum: Utah POST application for certification, passing a written and PT test and providing a copy of the POST academy curriculum from the state of certification. If Utah POST declines to honor your previous certification, you will be required to attend the Utah POST Law Enforcement Academy.

**Retired or Retiring Applicants:**

If you have previously retired or are considering retirement from another law enforcement agency and are looking for an excellent opportunity with Adult Probation and Parole, you are encouraged to apply.

On the first day of the LEO block, those attending must:

- Pass the LEO entrance physical fitness test.
- Have passed or pass the LEO entrance written test.

**Job requires LEO certification; Peace Officer Standards Training in Utah.**

Risks found in potentially dangerous or unusual environmental stress situations, e.g. working at great heights, working in extreme outdoor weather conditions, being subject to possible physical attack, etc.

The work requires considerable and strenuous physical exertion such as frequent climbing, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas, defending oneself and/or others against physical attack.
Hiring officials may identify additional related skills and requirements as preferences for this position.

ONLY THOSE WHO MEET PREFERRED QUALIFICATIONS WILL BE CONTACTED FOR AN ASSESSMENT AND AN INTERVIEW. JOB OFFERS WILL BE BASED ON RANKING, ELIGIBILITY, REFERENCE AND BACKGROUND CHECK. INDIVIDUALS HIRED FOR THIS POSITION MUST COMPLETE A FIELD TRAINING PROGRAM.

Members of minority population groups are encouraged to apply.

**Promotions and Promotion Lists:**

The Division of Adult Probation and Parole has identified this recruitment as a "List" position. Candidates will be offered positions based on their placement (after promotional testing and background checks) on the "list" until approximately 1 year has passed or the list is exhausted. All offers are considered conditional upon successful completion of certification requirements, a field-training program and probation. Candidates who are not currently employed with the State of Utah may test for "list" positions but will not be offered positions until all new hire requirements are satisfied. Upon satisfaction of all new hire requirements, candidates are "eligible" for positions, according to their ranking on the list. Applicants who are Correctional Officer certified only, will be required to complete the LEO academy within one year of hire.

Time, Training, Education and Experience (T2E2) points will not be used to eliminate you from the testing process. If you make the final hiring list, T2E2 points will be factored into your overall score and will be reflective in your final position on the hiring list. If you do not make the final hiring list, T2E2 points, will not be considered.

Documentation (proof) may be requested at any time to verify the accuracy of the information the applicant indicates on the application.

Before an offer is made or applicants are placed on a "list," a complete background check will take place that includes:

- Review of performance evaluations and notes
- Check of employee personnel files and review for disciplinary issues
- Criminal background check
- References, including current supervisor. If any issues are revealed during the background check that are concerning and do not merit offering a promotion, you will be notified of the reason and will be removed from the recruitment list.
- For external applicants a polygraph, drug test, medical evaluation, and other background checks will be conducted prior to any job offers being made.

There may be situations when the hiring official will use a lateral transfer to fill a position.

If a candidate declines an offer for a particular location he or she will remain on the hiring list for other potential offers in locations they are willing to work. The hiring list will be used for approximately one year. You will only be offered a job for the locations you select you are willing to work.

Please be mindful as you consider accepting a position in locations across the State. You must agree to work in any given location for 2 years prior to transferring to another region. Lateral transfers between regions are done at the discretion of AP&P administration and will be offered on a limited basis.

**Minimum Qualifications for Adult Probation/Parole Officer:**

- Law enforcement officer certification/certifiable; or
- Minimum of at least 18 months experience as a Correctional Officer or Law Enforcement Officer; or
- Associate degree or higher from an accredited university or 60 completed hours of college coursework; or
- 18 months experience in juvenile corrections / probation; and
- Must be able to pass the Law Enforcement Officer (LEO) physical testing entrance standard or be currently LEO certified, which includes completion of EVO.

**Time with the Department:** A maximum of 25 points are available, with 1 point per year of UDC service.
Training Credit Checklist: Applicant awarded 3 points per area of training (Maximum of 21 points or 7 training areas allowed)

- CPR Instructor
- Crisis Intervention Team (CIT)
- Defensive Tactics Instructor
- Dynamic Simulations Instructor/SIMS Instructor
- EVO Instructor
- First Aid Instructor
- Instructor Development Course
- Knife Defense Instructor
- LEO Certified
- LS-RNR Instructor
- Motivational Interviewing Coder
- Motivational Interviewing Instructor
- MRT Instructor
- OC Instructor
- Psycho-educational Course Instructor
- Rangemaster/Firearms Instructor
- Taser Instructor
- Armorer Certification (Glock, AR15, Remington Shotgun)
- Completed 40+ hour formal leadership course (i.e. UDC Leadership 101)
- Graduated Response Instructor
- Effective Case Management Instructor
- Drug Recognition Expert (DRE)
- Completed Certified Public Manager (CPM) Program
- Instructor in any AP&P related field (see list for Shift Leader and/or Agent)
- First Line Supervisor Training

Education: Maximum of 30 points

- Points 16 *college credit hours = 1 points
- 32 *college credit hours = 2 points
- 48 *college credit hours = 4 points
- Completed College Level Certification Program = 5 points
- Completed Associates = 10 points
- Completed Bachelors = 20 points
- Completed Masters = 30 points

*College Credit Hours = Semester hours or equivalent

Experience Credit Checklist: Applicant awarded 3 points per area of experience. Assignment must be for a minimum of 12 months to count toward experience points (Maximum of 24 points or 8 experience areas allowed)

- Military Experience, Currently serving or honorably discharged from a branch of the US Military
- EMT or paramedic officer
- Evidence custodian
- Prior law enforcement experience
- Prior leadership positions (within or outside Department)
- Teaching or facilitating classes to staff or offenders
- Transportation or Critical Incident Response Team (MCIRT)
- Special Operations (SWAT)
- Subject Matter Expert (SME) or Field Training Officer (FTO) in a Field Training Program (FTP)
- Any experience identified in the above position
- CCC Shift Leader or Sergeant
The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.

APPLICATIONS MAY BE FILED ONLINE AT:
https://statejobs.utah.gov

2120 State Office Building
Salt Lake City, UT 84114
801-538-3025
statejobs@utah.gov

Position #19754
AP&P AGENT - ROSTER LIST 05/19 TO TBD
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AP&P Agent - Roster List 05/19 to TBD Supplemental Questionnaire

1. You can verify your application has been accepted by viewing your application history, through your account you set up on this website. **ALL COMMUNICATION REGARDING THIS RECRUITMENT, INCLUDING APPLICANT INSTRUCTIONS, WILL BE SENT VIA EMAIL. YOU MUST HAVE A VALID EMAIL ADDRESS IN YOUR JOB SEEKER PROFILE. BE SURE TO CHECK YOUR SPAM AND JUNK MAIL BOXES, AS OUR EMAILS CAN BE SENT THERE.**

   * I acknowledge these statements above

2. Do you have a minimum of 18 months experience as a Correctional or Law Enforcement Officer; or an Associate Degree or higher from an accredited university or 60 completed hours of college coursework; or 18 months experience in juvenile corrections / probation?

   - No
   - Yes

3. If yes, list years of experience, to include the employing agency, job title indicating adult corrections or juvenile and/or the Associates Degree or higher or 60 completed hours of college coursework the field of study and University the degree was obtained from.

   Please attach a copy of your CO/LEO certification and/or college transcripts highlighting the degree obtained or completed college hours to this application in order to be considered for this recruitment. To add the attachment please use the "attachments" tab on the left side of the application and label it as CO, LEO Certification or Education Transcripts.

4. This is a POST certified position. Applicants must be LEO certified or certifiable within 12 months. Please select your current level of certification.

   - None
   - Correctional Officer (BCO)
   - Law Enforcement Officer (LEO)

* 5. If you are NOT currently POST Certified (attended the police academy) you MUST take and pass the National Police Officer Selection Test (NPOST). This test MUST be taken by May 22, 2019. You MUST pass this test with a 70% or above in every category and overall. For additional information about the POST test can be found at the following link: https://post.utah.gov/prospective-officers/entrance-requirements/

   * I acknowledge these statement above

* 6. Which AP&P office locations are you willing to accept a position in? Please select all that apply. Potential offers will be based on final ranking, background investigation and the candidates selected work locations. Candidates are responsible to notify UDC human resources or the recruitment chair of any changes to their preferred areas of assignment. Natalie Gearheart ngearheart@utah.gov, Daniel Thompson dpthompson@utah.gov, Annette Salgado asalgado@utah.gov (Once you accept a position, you may not be able to transfer to another region for 24 months.)

   - Logan
   - Brigham City
   - Ogden
   - Farmington
7. Time with the Department: Please select you CURRENT years of experience working for the Utah Department of Corrections. The years you select must be for the time you were or are employed with the Utah Department of Corrections.

- None
- 1 completed year
- 2 completed years
- 3 completed years
- 4 completed years
- 5 completed years
- 6 completed years
- 7 completed years
- 8 completed years
- 9 completed years
- 10 completed years
- 11 completed years
- 12 completed years
- 13 completed years
- 14 completed years
- 15 completed years
- 16 completed years
- 17 completed years
- 18 completed years
- 19 completed years
- 20 completed years
- 21 completed years
- 22 completed years
- 23 completed years
- 24 completed years
- 25+ completed years

8. Based on question #3 and #7, please use the space provided below to list your positions held and time in each position.

9. Education: Please select your level of completed education.

- None
- 16 college credit hours completed
- 32 college credit hours completed
- 48 college credit hours completed
- Completed College Level Certification Program
- Associates Degree (or equivalent of credit hours)
- Bachelor’s Degree
- Master’s Degree

10. Please indicate your major field of study or certification program in the space provided below.
11. Training: Please select applicable specialized trainings that you have completed. (DO NOT SELECT MORE THAN 7 TRAININGS)

- CPR Instructor
- Crisis Intervention Team (CIT)
- Defensive Tactics Instructor
- Dynamic Simulations Instructor/SIMS Instructor
- EVO Instructor
- First Aid Instructor
- Instructor Development Course
- Knife Defense Instructor
- LEO Certified
- LS-RNR Instructor
- Motivational Interviewing Coder
- Motivational Interviewing Instructor
- MRT Instructor
- OC Instructor
- Psycho-educational Course Instructor
- Rangemaster/Firearms Instructor
- Taser Instructor
- Armorer Certification (Glock, AR15, Remington Shotgun)
- Completed 40+ hour formal leadership course (i.e UDC Leadership 101)
- Graduated Response Instructor
- Effective Case Management Instructor
- Drug Recognition Expert (DRE)
- Completed Certified Public Manager (CPM) Program
- Instructor in any AP&P related field
- First Line Supervisor Training

12. Experience: Please select any applicable work-related experience that you have completed in a POST certified position. Assignment must be for a minimum of 12 months to count toward experience points. (DO NOT SELECT MORE THAN 8 AREAS OF EXPERIENCE)

- Military Experience (currently serving or honorably discharged from a branch of the US Military)
- EMT/Paramedic Officer
- Evidence Custodian
- Prior Law Enforcement Experience
- Prior Leadership Position Held (within or outside the Department)
- Teaching or Facilitating Classes to Staff or Offenders
- Transportation or Critical Incident Response Team (MCIRT)
- Special Operations Unit (SWAT)
- Subject Matter Expert (SME) or Field Training Officer (FTO) in a Field Training Program (FTP)
- Community Correctional Center Shift Leader (with UDC) or Sergeant

* 13. Please indicate how you heard about this specific job posting.

- State Jobs
- An External Job Posting Site (Indeed, LinkedIn, etc.)
- Social Media (Facebook, Twitter, etc.)
- Advertisement (Newspaper, Internet, Radio, etc.)
- Professional Network
- University Network (Career Center)
- Referred by a Friend or Colleague
- Contacted by a Recruiter
- Career Fair
- Internal communication from a State Agency that employs me - State employees only
- Other

* Required Question