

CLASS SPECIFICATION



CLASS: Superintendent of Institutions
ALLOCATION: Probation
FLSA STATUS: Exempt
UNION AFFILIATION: N/A - Management

ESTABLISHED: Circa 2000
REVISED: October 2014

JOB SUMMARY:

Plan, organize, and direct all operational and administrative activities of the County's Juvenile Hall and Youth Guidance Center; ensure the security, safety, and well-being of the juvenile detainees; develop, recommend and implement appropriate policies and procedures related to the programs and facilities; ensure compliance of the facility and program to applicable Federal, State and local laws; and is responsible for the administration of Tri-County Detention Facilities operated pursuant to a Joint Exercise of Powers Agreement between Yuba, Sutter and Colusa Counties.

The Juvenile Hall is a 24-hour locked facility for the detention of male and female juvenile offenders pending Juvenile Court action or transfer to other jurisdictions or agencies, including a Serious Habitual Offender unit for serious and violent juvenile offenders. The Maxine Singer Youth Guidance Center is a residential treatment program consisting of a Boys and Girls Camp Program.

This is the managerial level in the juvenile detention series.

CLASS CHARACTERISTICS:

This position reports directly to the Chief Probation Officer. This class is distinguished from the Chief Probation Officer in that the latter has overall responsibility for all programs and facilities within the Probation Department for Adult and Juvenile Offenders and Victim Services.

EXAMPLES OF DUTIES:

Essential:

- Assure compliance with the terms and conditions of the Joint Exercise of Powers Agreement.
- Direct, monitor and evaluate operations and programs at the Youth Facilities; direct and evaluate medical, counseling, educational and vocational programs; provide leadership and guidance in unusual situations or emergencies.
- Monitor the effectiveness of operations on a continual basis; conduct studies and reviews as necessary and prepare reports, presentations and recommendations to maintain and increase efficiency.
- Develop the Youth Facilities' budgets by identifying the needs of the division in areas of administration to include personnel, training, office safety, communications, and transportation etc.; monitor expenditures to ensure compliance with budgeted funds; authorize purchases.
- Direct staff, prioritize and assign tasks and projects; review work assignments and progress; provide for training and professional development; administers a variety of personnel actions, including discipline.
- Assure proper levels of personnel, security, efficiency, discipline, sanitation, and safety of the facilities.
- Develop and maintain effective relations with the Oversight Committee and other local agencies and community groups; meet regularly with managers and supervisors to provide guidance; analyze and evaluate issues and proposals; recommend and implement solutions to issues.
- Develop, evaluate and implement facility and program goals, objectives, policies and procedures; develop systems and standards for program evaluation, and assure detention activities are in compliance with all laws, policies, regulations and goals.
- Provide support, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning and work assignments.
- Monitor daily activities of residents, staff and others within the facilities; monitor facility environment and respond to facility needs and issues; assure a safe and functional environment for all residents.
- Oversee, direct, and monitor the appropriate discipline of residents for infraction of rules in accordance with established policies and procedures.
- Coordinate with other county departments, outside organizations and advocates, and federal, state and local law enforcement and justice agencies.
- Oversee full service food service within the facilities and ensure compliance of mandated nutritional

requirements.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Actively participate in quarterly Tri-County Juvenile Hall Committee.
- Educate the public on institution mission, goals, and services.

EMPLOYMENT STANDARDS:

Knowledge of:

- Federal, state and local laws and regulations applicable to probation and detention work.
- Federal, state and local laws related to juvenile inmates, and California standards pertaining to Juvenile Detention facilities, including Title 15 and Title 24 regulations.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Principles, practices and procedures of public administration, financial forecasting, cost accounting, financial analysis and budget development and administration.
- Budgetary practices and terminology.
- Principles of program development and program management, public funding and state and federal reimbursement processes..
- Trends in Juvenile detention and legal, ethical and professional rules of conduct.
- Child psychology and family relationships.
- Juvenile Court law and criminal justice system, procedures and protocols.
- Legal requirements for file systems, case files and records management.
- Growth, development, needs and problems of juveniles, including causes of delinquency.
- General emotional and behavioral patterns of delinquents and appropriate disciplinary measures.
- Group and individual counseling techniques.
- Behavior patterns of incarcerated juveniles, discipline protocols and grievance processing procedures.
- Local community resources and various community service programs.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally where relations may be confrontational or strained.

Skill in:

- Selecting, supervising, training and evaluating subordinate personnel.
- Planning and directing the work of others.
- Motivating, developing and directing people as they work; identifying the best people for the job.
- Leadership, scheduling and supervising staff, skills training, and delegating tasks and authority.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Working with and leading teams.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Evaluating program strategies, analyzing alternatives, defining problem areas and recommending solutions.
- Making public presentations.
- Exercising authority and providing direction in various situations, as required.
- Securing and maintaining the respect, rapport and confident of staff, the public and juveniles.
- Dealing with emergencies and crisis situations.
- Monitoring budgets to ensure conformance with revenues expectations and expenditure plans.

- Use of complex statistical information.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Deal tactfully and effectively with the residents, public, regulatory agencies and policy-making bodies, vendors, consultants and others contacted in the course of the work.
- Maintain individual accountability and responsibility by immediately responding to behavior.
- Analyze and evaluate financial and budgetary problems and implement effective solutions.
- Reason both deductively and inductively.
- Coordinate, conduct and facilitate meetings.
- Read, understand, interpret, and apply contracts, ordinances, legislation, policies and procedures, directives and manuals.
- Communicate clearly, concisely and effectively verbally and in writing.
- Speak clearly and effectively to groups, board members, peers, public and subordinates.
- Establish and maintain effective working relationships in a diverse work force and community.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- On an intermittent basis, work with physical skill and/or strength sufficient to handle emergency situations such as medical emergencies (carry, lift and/or drag heavy objects/equipment or injured or unconscious juvenile); defend oneself, and pursue, disarm, subdue and/or restrain juveniles which may include chasing fleeing subjects, running, climbing, jumping, crouching or crawling.
- Physical and psychological characteristics to meet and maintain appropriate State standards.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment, but regularly requires working in the institutional environment of a detention facility.
- Working conditions include typical juvenile detention facility settings or public safety setting; involves the potential for high stress levels and exposure to loud noises and hostile situations.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must be able to travel between work locations and other locations as needed.
- May be required to respond to situations at the facilities 24 hours a day by telephone or in person.

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's degree in Administration of Justice, Criminology, Child Development, Psychology, Sociology, Counseling or a related field and five years of increasing responsible experience in a detention facility or law enforcement work which has included two years of project/program management and development, budget preparation and/or the supervision of peace officers.

PREFERRED: In addition to the minimum, additional years of management experience within an institutional setting.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Probation Approval: Jim Arnold
Date:

EEOC: A
WC: 9410.PB

Human Resources Approval: Cindy Clark
Date:

Signature: _____

Signature: _____