

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Supervising Juvenile Corrections Officer  
**ALLOCATION:** Probation Department  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** PPOA

**ESTABLISHED:** Circa 1990  
**REVISED:** November 2014

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### **JOB SUMMARY:**

Under limited supervision, plan, assign, direct, organize, train, review, supervise and evaluate the work of a shift of Juvenile Corrections Officers that provides supervision, care, basic counseling and security for juveniles to ensure the safety and security of juveniles in Juvenile Hall and/or the Youth Guidance Center; direct the work of other support staff during an assigned shift; exercise initiative and independence in the performance of assigned responsibilities; may oversee a work release or alternative sentencing program; and perform related work as assigned.

This is the full working supervisory level in the Juvenile Corrections Officer series. Employees at this level are required to be fully trained in all policies and procedures related to assigned area and perform the full range of duties of a Juvenile Corrections Officer.

### **CLASS CHARACTERISTICS:**

Depending on the area assigned this position reports directly to Deputy Superintendent. This class is distinguished from the Deputy Superintendent in that the latter has administrative responsibility for a major functional division within the Probation Department or the direct responsibility of either the Juvenile Detention Facility or the Youth Guidance Center.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Supervise, assign, plan, schedule, organize, train, review and evaluate the work of Juvenile Corrections Officers and direct the work of other support staff on an assigned shift.
- Assist with defining, designing, implementing, and evaluating staff training and development programs; provide or coordinate staff training; train and instruct staff in job duties and County, departmental, and divisional policies, or arrange for training to be provided; provides guidance to support professional development of staff.
- Complete performance evaluations of subordinate staff; evaluate staffs' job performance and conformance to regulations; provide direction, encouragement, and praise through regular feedback sessions; discuss job performance problems with staff in order to identify causes and issues, and to work on resolving problems; recommend discipline and implement discipline procedures as needed/directed.
- Participate in the selection of staff, including conducting interviews and making staffing recommendations to management.
- Implement County, departmental and divisional policies, procedures, and service standards in conjunction with management; evaluate workforce and resource needs of assigned staff; adherence to quality standards, deadlines and proper procedures, correcting errors or problems.
- Interpret regulations and rules to staff; provide for consistency of staff interpretation and application of such rules and regulations.
- Monitor, ensure and enforce compliance with operational policies and procedures, as well as laws and regulations governing operations such as institutions and facilities.
- Respond to facility emergencies and occurrences, including fights, assaults, crisis intervention and health related issues; contact outside agencies and community resources as needed.
- Maintain accurate records and files; prepare reports related to the work performed.
- Communicate or oversee communication with probation officers, attorneys, families and law enforcement and social service agencies regarding juvenile detainees.
- Perform the full range of duties of a Juvenile Corrections Officer.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Restrain physically abusive individuals.
- May drive a County motor vehicle in order to transport juveniles.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Safety practices and procedures related to a detention facility.
- Principles and practices used in juvenile detention, adult work release and/or alternative programs.
- Principles and practices of juvenile counseling and behavior modification.
- Applicable laws, regulations and rules.
- Legal terminology, forms, documents and procedures related to the juvenile criminal justice system.
- Community resources available for intervention with juvenile detainees.
- Basic first aid and CPR techniques.
- Standard office practices and procedures, including filing and the operation of standard office equipment, including computer applications related to the work.
- Recordkeeping principles and practices.
- Techniques for dealing with the public, in person and over the telephone.

### **Skill in:**

- Planning, organizing, supervising, reviewing, assessing and evaluating the work of others.
- Interpreting local, state and federal laws and regulation and applying them to County operations.
- Interpreting, explaining and training others in policies and procedures related to the work.
- Preparing clear, complete, accurate and concise reports and other written materials in a timely manner.
- Respond calmly and effectively and taking appropriate actions in emergency or crisis situations.
- Using sound judgment and follow proper procedures in using physical force or restraints, sounding and responding to alarms, enlisting and providing appropriate assistance.
- Representing the County effectively,
- Organizing own work, maintaining accurate files, setting priorities and meeting critical deadlines.
- Monitoring and enforcing rules and safety regulations and ensuring the facility is maintained in a clean and orderly condition.
- Assessing and evaluating the needs and risks of juvenile detainees.
- Overseeing the dialing living activities of juvenile detainees.
- Dealing successfully with the public, in person and over the telephone, occasionally where relations may be confrontational or strained.

### **Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Provide appropriate first aid.
- Interact with clients, the general public and representatives of other agencies in a variety of situations which may be emotional, dangerous and/or difficult.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Tell when something is wrong or likely to go wrong.
- Deal effectively with manipulative, hostile or antisocial behavior in others.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.

**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 V) 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, defending oneself, and pursuing, disarming, subduing and restraining juveniles.

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

**Work Environment:**

- Typical detention public safety setting.
- Exposure to potentially difficult or dangerous individuals.
- Exposure to Blood/air borne pathogens.

**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.
- Possess and maintain a valid First Aid and CPR Certificate.
- Possess and maintain California 832 PC certification for limited peace officer status.
- Possess the California State Department of Corrections and Rehabilitation, Standards and Training for Corrections (STC) Juvenile Counselor Core Course Certificate.
- Complete the Supervising Juvenile Corrections Officer Core Course of instruction, certified by the California State Department of Corrections and Rehabilitation, Standards STC within one (1) year of appointment to this classification. Must successfully complete additional required certified instruction annually thereafter.

**Special Requirements:**

- Must meet the State of California requirements for peace officer status, including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, being at least 18 years of age, being a US citizen or a permanent resident alien who is eligible for and has applied for citizenship.
- Work any scheduled shift as assigned; including evening, night, weekend, and holiday shifts.
- Meet and maintain appropriate state standards concerning physical and psychological characteristics.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Associates Degree from an accredited college/institution with course work in psychology, administration of justice/criminology, sociology, social work, general studies or a related field and four years of experience equivalent to the County's class of Juvenile Corrections Officer with includes at least one year at the County's class of Juvenile Corrections Officer II.

**-OR -**

Bachelor's degree from an accredited college/institution and two years experience equivalent to the County's class of Juvenile Corrections Officer which includes at least one year at the County's class of Juvenile Corrections Officer II.

Candidates with strong experience who lack the degree are encouraged to apply.

**PREFERRED:** In addition to the minimum, Bachelor's degree from an accredited college/institution in Psychology, Administration of Justice/Criminology, Sociology, Social Work or a related field and additional years of experience equivalent to the County's class of Juvenile Corrections Officer II.

**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:  
Date:

EEOC: E  
WC: 9410.PB

Human Resources Approval:  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_