

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Deputy Superintendent of Institutions
ALLOCATION: Probation
FLSA STATUS: Exempt
UNION AFFILIATION: N/A

ESTABLISHED: Jan 2001
REVISED: Nov 2008

JOB SUMMARY:

Under limited direction, assists Superintendent of Institutions in the daily operations of the Bi-County Juvenile Detention Facility or the Youth Guidance Center; directs a variety of counseling, educational and vocational programs; directs staff and programs to assure that effective and appropriate educational, medical, mental health, food and detention services are provided for juvenile offenders and performs other duties as assigned.

This is the mid-managerial Official and Administration level in the group counselor series.

CLASS CHARACTERISTICS:

This is a mid-management level classification assigned to assist in the management of the Bi-County Juvenile Detention Facility or the Youth Guidance Center and is responsible for directing and supervising the performance of supervisors and support staff. Incumbents report directly to the Superintendent of Institutions and manage administrative functions including assisting in the development and administration of the Juvenile Detention Facility policies and procedures, and management of operations, including staffing and facility management. This class is distinguished from the Superintendent of Institutions in that the latter is responsible for the overall management and operation of the Bi-County Juvenile Detention Facility and Youth Guidance Center.

EXAMPLES OF DUTIES:

Essential:

- Directs, monitors, and controls the daily activities of the assigned institution's programs at Juvenile Hall; assists in the coordination of facility programs, including medical, mental health, counseling, food service, educational and vocational programs to ensure adherence to state, federal and local health and safety standards; provides leadership and guidance in unusual situations and emergencies.
- Supervises, assigns, plans, reviews, and evaluates the work of assigned subordinate staff; implements County, departmental and divisional policies, procedures, and service standards in conjunction with management; evaluates workforce and resource needs of assigned staff; ensures adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Completes performance evaluations of subordinate staff; evaluates staffs' job performance and conformance to regulations; provides direction, encouragement, and praise through regular feedback sessions; discusses job performance problems with staff in order to identify causes and issues, and to work on resolving problems; recommends discipline and implements discipline procedures as needed/directed.
- Assists with defining, designing, implementing, and evaluating staff training and development programs, customer service initiatives and performance measurement criteria; provides or coordinates staff training; trains and instructs staff in job duties and County, departmental, and divisional policies, or arranges for training to be provided; provides guidance to support professional development of staff; participates in the selection of staff including, conducting interviews and making staffing recommendations.
- Directs the planning of work, setting of schedules and development of controls to ensure that short and long-range goals of the department are accomplished.
- Interprets departmental policies, state and federal laws, rules, and regulations; provides for consistency of staff interpretation and application of such rules and regulations.
- Monitors developments in the probation field including proposed legislation and court decisions; evaluates their effect upon County operations and recommends appropriate policy and procedure modifications.
- Monitors and evaluates trends in juvenile detention, and recommends operational and policy improvements; assesses compliance.
- Consults with supervising counselors to assess cases and staff performance; provides technical

assistance to staff regarding difficult case problems; checks and inspects work for completion, quality and timeliness.

- Coordinates with parents, outside agencies and community resources as needed.
- Coordinates with other County departments, outside organizations and advocates, and federal, state and local law enforcement and justice agencies.
- May research and develop program alternatives; ensure that programs are meeting the departmental mission; locate funding sources, and prepare grant applications, coordinate with service deliverers and other community resources; design and implement program procedures and manuals.
- May compile and analyze all data for use in the preparation of the department operational and supplemental budgets; monitor annual budgets and prepares adjustments as required; resolve budgetary problems.
- Maintains or directs the maintenance of accurate records and files; ensures the security of confidential records.
- Prepares a variety of correspondence, reports, policies, procedures, program documentation and other written materials.
- Analyzes and makes recommendations to management concerning procedural changes such as for new or revised work related policies, procedures, and standards.
- Obtains and evaluates departmental statistics.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Maintains the integrity, professionalism, philosophies, attitudes, values and intentions of the Probation department by assuring that all rules and regulations are followed.
- Educates the public on Institution mission, goals, and services.
- May act in the absence of the Superintendent of Institutions.

EMPLOYMENT STANDARDS:

Knowledge of:

- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation and employee training and discipline.
- Principles, practices and philosophy of Institutional management, particularly as related to the field of juveniles.
- City, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Federal, State, and County laws related to juvenile inmates, and California standards pertaining to juvenile detention facilities.
- California criminal justice and court systems, procedures and protocols.
- Probation department policies and procedures.
- Adolescent psychology as it applies to juvenile problems and behavior; juvenile group and individual case management analytical techniques and practices; needs and problems of juveniles and family relationships.
- Trends and practices in juvenile detention, and legal, ethical and professional rules of conduct.
- The legal requirements for file systems, case files and records management.
- Local community resources and various community services programs.
- Behavior patterns of incarcerated juveniles, discipline protocols, and grievance processing procedures.
- Techniques for understanding and effectively communicating with individuals of various cultures and socio-economic groups, occasionally where relations may be strained or difficult.
- Computer applications related to the work.

Skill in:

- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Planning, organizing, supervising, reviewing and evaluating the work of others including identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Leadership, skills training, and delegating tasks and authority.
- Defining issues, performing research, analyzing problems, evaluating alternatives and making appropriate recommendations.
- Understanding, applying, interpreting and explaining applicable laws, codes, policies and regulations governing juvenile institution programs and operations and applying them to County operations.
- Representing the County effectively in hearings and meetings with other agencies.
- Preparing clear, concise and accurate correspondence, reports and other documents and written materials.
- Analyzing and interpreting fiscal and accounting records, and financial statements.
- Using initiative and independent judgment within general policy guidelines. Organizing own work, managing multiple projects and meeting critical deadlines.
- Training others in policies and procedures related to the work.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Ability to:

- Take sound independent action in emergency or crisis situations.
- Maintain composure in pressure situations and work under the pressure of changing deadlines and workloads.
- 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.
- Speak clearly and effectively in court and other public sessions.
- Establishing and maintaining effective working relations with co-workers, other County employees, representatives from other city, county, state and Federal justice agencies, the news media, general public and others contacted in the course of the work.

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.
- Mobility to drive a motor vehicle in order to attend meetings.
- 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 an office environment, but also requires working in the typical juvenile detention facility settings; involves the potential for high stress levels and exposure to hostile situations; some non-standard work hours are required.
- Exposure to blood/air borne pathogens.
- May work with hostile, abusive and dangerous individuals.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County 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:

- Possess and maintain a valid California Class C driver's license
- Possess and maintain a valid California PC 832 certification
- Peace Officer Status
- Must have successfully completed the Supervisor's Core Course of instruction certified by the California State Board of Corrections within one (1) year of appointment to the classification.
- Must have successfully completed the Manager/Administrator Core Course of instruction certified by the California State Board of Corrections and Rehabilitation within one (1) year of appointment to the classification.
- Must successfully complete additional required certified instruction annually thereafter.
- Must maintain a valid First Aid and CPR certificate.

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.
- Meet and maintain appropriate state standards concerning physical and psychological characteristics.
- Attend meetings outside of normal working hours.
- Respond to emergency situations during weekends, holidays and other off-hours shifts.
- DMV printout prior to hire
- Employees hired into this classification must file statements of economic interest with the Yuba County Clerk/Recorder.

Education and Experience:

MINIMUM: Bachelor's degree from an accredited college or university AND four (4) years of journeyman level experience equivalent to the County's class of Group Counselor II or Deputy Probation Officer II or experience in a Juvenile Correctional Officer position (or its equivalent classification) in another County Juvenile Detention Facility or State Youth Authority Agency.

PREFERRED: In addition to the minimum, a Bachelor's degree in criminology, law enforcement, child development, psychology, counseling, sociology or social work. Supervisory experience in a County Juvenile Detention Facility or Probation operation is desirable.

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.

Dept Approval: Department Head
Date:

Personnel Approval: Analyst
Date:

Signature: _____

Signature: _____