

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Facility Superintendent

SERIES NUMBER

6142

MAJOR AGENCIES:

Youth Services only

EFFECTIVE:

12/29/2013

SERIES PURPOSE:

The purpose of the facility superintendent occupation is to manage all operations & programs of juvenile correctional facility.

Note: This classification is reserved for use by the Ohio Department of Youth Services only.

JOB TITLE

Facility Superintendent

JOB CODE

61423

PAY GRADE

45

EFFECTIVE

12/29/2013

CLASS CONCEPT:

The managerial level class works under administrative direction & requires thorough knowledge of management & security measures & safety practices associated with detention of juvenile offenders in order to plan, direct, coordinate & monitor all internal operations & programs for large juvenile correctional facility & supervise assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Facility Superintendent	61423	EX	12/29/2013	45

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides executive oversight to all facility operations to include safety & security, facility environment, healthcare (as applied to the youth population), conditions of confinement for the youth population, quality of life conditions for the youth population, external awareness, financial management, human capital management, supervises assigned supervisory and managerial personnel.

Safety & Security-Administers programs for effectively maintaining the safety of the public, employees, and youth. Plans, directs, coordinates and monitors the security operations of an facility ensuring policies, procedures, rules and regulations are enforced and in compliance with regulatory agency recommendations, department directives, mission, and goals. Examples of specific tasks include:

- Regularly inspects facility to determine compliance with all security procedures, regulations and requirements, and monitors and evaluates the effectiveness of security, control, program initiatives, and communications among staff, and between staff and youth; meet routinely with employees to critique and evaluate the facility operations, discuss concerns, problems, and develop anticipatory solutions, preventative initiatives and take timely corrective actions.
- Monitors and evaluates acts of violence; conducts monthly and quarterly trend analysis; use quality assurance and quality improvement processes to address deficiencies.
- Oversees and ensures appropriate security classification assignment and housing placement
- Manages intelligence information provided to ensure staff, youth, and public safety; monitors indicators of potential disturbances and takes appropriate action; plans and implements procedures to reduce overall acts of violence
- Ensures youth accountability; reviews and makes recommendations on cases from the Interdisciplinary Hearing process and recommendations to the Release Authority on potential youth releases
- Responds to all disturbances and emergencies and takes immediate action to maintain order and avert crises, disturbances, or riots in the facility.

Facility Environment-Maintains and assures safe, healthy and humane living conditions for youth and working conditions for staff. Examples of specific tasks include:

- Ensures a safe & healthy environment through compliance with ODYS policies, procedures, regulations, ACA Standards, PREA Standards, Ohio Standards and legal mandates
- Ensures conditions of confinement operate at constitutional levels
- Ensures Unit Management is operating as designed; directs the custodial and treatment programs of a correctional facility, including security measures, housing, meals, clothing, security classification, medical, religious, recreational, educational, vocational, behavioral health services, and volunteer services.
- Ensures meaningful youth programs that are evidenced based/best practice are provided to reduce idleness; evaluates program fidelity and effectiveness and makes recommendations to procedures related to programming as required; evaluates program effectiveness by reviewing and analyzing activity reports, comparing results with program objectives, and making recommended changes to current policy
- Maintains fidelity to behavior management system; monitor the enforcement of facility rules for youth to include the youth disciplinary process; ensures youth are complying with rules of conduct and that staff are addressing those who are not in compliance; ensure incident reports are filed electronically and reviewed; and ensure reports are evaluated for accuracy.
- Ensures the youth grievance process is in place and fair

Financial Management-Establish goals and objectives for the budget to keep in line with overall DYS goals and objectives as it relates to budget allocation, which may include:

- Understands the agencies financial processes
- Prepares and has oversight of facility budget
- Oversees procurement and contracting to achieve desired results
- Monitors expenditures and uses cost benefit thinking to set facility priorities
- Ensures facility expenditures are within budgetary limits and are in compliance with state regulations and purchasing procedures
- Meets regularly with Indirect Deputy over the budget to monitor all spending to ensure responsible management of the budget

- Provides accurate informational reports on the facility budget activity, to include overtime reports, to Central Office upon request
- Authorizes, monitors and controls the use of overtime of all facility staff
- Diligently explores ways to save facility energy costs

Human Capital Management-Responsible for the human resources of the facility in order to accomplish facility goals and objectives. Ensures all employment actions and other terms and conditions of employment comply with appropriate law, regulations, policy and collective bargaining unit contract. Examples of specific tasks include:

- Promotes equal employment opportunities (EEO)
- Promotes a work environment free from intimidation, harassment, and discrimination; ensures the complaints of discrimination are thoroughly investigated
- Ensures that employee evaluations are skill and competency based and are completed on time; QA reports conducted internally or through Central Office should serve as documentation to support the employee evaluation
- Ensures fair and impartial investigations of alleged employee misconduct; ensure employees have opportunity for due process hearing when appropriate; and discuss employee discipline with the agency Director or designee
- Responsible for maintaining effective labor/management relationships
- Provide incentives and recognition for employees
- Ensures staff development
- Maintains an effective line of communication with staff at all levels through reoccurring meetings, briefings, and time walking the facility listening to staff concerns; ensures that problem areas identified by routine inquiry are addressed by appropriate subordinate staff

Healthcare-Oversees and directs the implementation of agency and facility policies, rules, and procedures relating to youth healthcare, to include behavioral health; ensures compliance with rulings and decision imposed by healthcare regulatory, oversight, or consultant entities (e.g.-CIIC, ACA, Ohio Standards, and legal mandates), and court decisions regarding healthcare of youth in facilities. Examples of specific tasks include:

- Ensures healthcare is provided at constitutional levels
 - Access to healthcare
 - Timely care
 - Appropriate care
- Monitors implementation so all healthcare and behavior healthcare policy and procedure
- Ensures compliance with all healthcare and behavior healthcare policy and procedure
- Monitors healthcare component of the youth grievance procedure
- Ensures youth population is knowledgeable about healthcare access
- Ensures there is continuous quality assurance and quality improvement processes in place for healthcare

External Awareness & Public Relations-Serves as the facility liaison with community stakeholders. Examples of specific tasks include:

- Conduct Community Advisory Board according to DYS policy
- Promote community understanding of issues relevant to Corrections and the facility; establishes and maintains cooperative relationships with law enforcement agencies
- Meet with community groups and make community appearances when needed and when requested to interpret facility functions and agency philosophy

Continual Learning/Maintaining Professional Competence-Continue to develop personal professional skills, capabilities and competence through involvement in professional organizations, training seminars, and experiential opportunities with colleagues in corrections and related fields of practice and study. Examples of tasks include:

- Assesses and recognizes own strengths and weaknesses; responds to instruction and feedback of supervisors in a constructive manner in order to improve personal performance; accepts responsibility for own mistakes and areas needing improvement
- Pursues self-development to include training pertaining to leadership and competencies
- Successfully attends all required workshops, training and conferences and other relevant conferences, seminars and experiential activities, including membership and participation in professional organizations.
- Provides and applies technical advice by researching codes, policies, and other resources and not simply using personal experience.

MAJOR WORKER CHARACTERISTICS:

Knowledge of social science or business or public administration applicable to assigned facility program area; correctional security and other public safety methods and techniques; custody and security regulations, security measures & safety practices associated with juvenile offenders standards, procedures, methods and laws relating to criminal procedures in a correctional setting; continuous quality improvement processes; oral and written communication tools and techniques; employee development and training; supervisory principles and techniques; management; budgeting; workforce planning; public relations; applicable accreditation standards*; federal & departmental rules, regulations & court orders governing custody & care of juvenile offenders Ohio civil service laws, rules and procedures and collective bargaining agreements*; labor/employee relations; agency rules, regulations, policies and procedures applicable to juvenile correctional environments; state and federal laws governing juvenile correctional environments*.

Skill in critical thinking; complex problem solving; judgment and decision making; developing and interpreting policies and strategies; state/agency applications (e.g., AMS, JJCMS, PersonTrak, CaseNotes, DYS Intra/Internet, OAKS)*.

Ability to analyze complex and security sensitive situations, deal with many variables and determine specific course of action; maintain control and composure during difficult and stressful situations; originate complex reports, position papers and operational policies and procedures; deal with complex problems requiring crisis intervention and resolution; maintain confidentiality of sensitive information; handle routine and sensitive inquiries from and contacts with criminal justice officials, employees, youth, youths' relatives and general public; express ideas clearly and concisely, both orally and in writing; prepare and deliver speeches before specialized audiences and general public; establish good rapport with youth, youths' relatives and friendly atmosphere.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in business or public administration or social science (e.g., social work, psychology, criminology); 4 yrs. exp. in supervisory or management position (e.g., security, training & education, business) in juvenile correctional facility or adult correctional facility or juvenile/adult parole program or court/legal system; 18 mos. trg. or 18 mos. exp. in budgeting; 1 yr. trg. or 1 yr. exp. in labor relations.

-Or completion of undergraduate core program in business or public administration or social science (e.g., social work, psychology, criminology); 5 yrs. exp. in supervisory or management position (e.g., security, training & education, business) in juvenile correctional facility or adult correctional facility or juvenile/adult parole program or court/legal system; 18 mos. trg. or 18 mos. exp. in budgeting; 1 yr. trg. or 1 yr. exp. in labor relations.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Potential for injury or illness from youth; may be exposed to unpredictable behavior of juvenile offenders and communicable diseases; may be required to travel; may be assigned to work rotating shifts; are on call 24 hours, including weekends and holidays.