NEW AUG 0 6 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Youth Leader Supervisor 2	CODE: 46516 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from group life coordinator, superintendent or exempt education employee, supervises personnel classified as Youth Leader Supervisor 1, 46515; or in Department of Education, Blind School, supervises lower-level youth leaders engaged in total care of students that are both visually & hearing impaired;

·PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (351)	41-61	A-In Department of Youth Services, county human services children's home or Veterans' Children's Home, has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., classified as youth leader supervisor 1, 46515); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment, & prepares shift activity log. B-In Department of Education, School for Blind, has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., youth leaders); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) supervision/management, (2) employee training & development, (3) coursework in sociology, social work, criminology or psychology, (4) methods of surveillance, security, housekeeping, discipline, safety & care of residents of juvenile residential facility or methods of care, housekeeping & safety of students of Deaf or Blind School, or children of county human services children's home or Veterans' Children's Home; skill in (5) sign language*; ability to (6) establish friendly atmosphere as supervisor, (7) interview job applicants effectively, (8) maintain accurate records.
2 123: 1-7-17	27-37	A-In Department of Youth Services, acts as assistant to group life coordinator by making recommendations for planning overall operation of group life (i.e., daily living, care & custody of residents), ensures that policies & procedure are properly implemented for all three shifts (e.g., steps to prevent escape &/or injury to residents, steps to follow in case of escapes) & in absence of superintendent, assistant superintendent, deputy	Knowledge of 1, 2, 3, 4; skill in 5*; ability to 6, 8, (9) define problems, collect data, establish facts & draw valid conclusions, (10) deal with variety of variables in somewhat unfamilar context, (11) gather, collate & classify information about data, people or things. *Developed after employment

UNUSUAL WORKING CONDITIONS: In Dept. of Youth Services, acts as duty officer having responsibility for overall institution during evening shift (3:00pm-11:00pm), night shift (11:00pm-7:00am) & weekends in ab-

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate major program core coursework as required by college or university in one of following: social work, sociology, psychology &/or criminology, or 12 mos. exp. in methods of surveillance, security, housekeeping, discipline, safety & care of residents of juvenile residential facility or methods of care, safety & housekeeping of students of Deaf or Blind School, or children of county children's homes or Veterans' Children's Home plus: 300 hrs. training in super-

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CLASS TITLE: Youth Leader Supervisor 2

CODE: 46516C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		superintendent & group life coordinator, acts as duty officer having overall responsibility for entire institution on evening shift (3:00PM - 11:00PM) or night shift (11:00PM - 7:00AM) & weekends. B-In county human services children's home, Veterans' Children's Home, Department of Education, Deaf or Blind School, assists in planning overall operations of residential services, conducts staff meetings & inservice training sessions & implements agency policies & procedures pertaining to residential services.	
3 (352)	7-27	Investigates employee or resident grievances, injuries, escapes, lost articles & destruction of property & recommends &/or takes appropriate action; monitors requisitions of supplies & equipment used in resident living areas; attends meetings & conferences to provide input into residential services; maintains records & writes reports on resident behavior, spending accounts & writes letters to parents/guardians.	Knowledge of 3, 4; skill in 5*; ability to 8, 9, 10, 11, (12) prepare meaningful, concise & accurate reports, (13) conduct investigations into resident problems, incidents & escapes.

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: sence of higher-level administrator; on call 24-hrs., 7 days per week; exposed to hostile & sometimes dangerous youth; may work rotating shifts & weekends at Blind School.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* vision/management (or 3 mos. exp.); 300 hrs. training in employee training & development (or 3 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT: