NEW AUG 0 1997

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Institution Deputy Superintendent 1	46561C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under administrative direction from institution superintendent or deputy director, oversees routine operational activities within institution &/or plans, directs & manages security &/or treatment program involved in custody & care of inmates, patients &/or youth offenders, directly supervises treatment &/or security staff & assists in developing & implementing policies & procedures used in total operation of institution; -PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	35-41	A-In Rehabilitation & Corrections, under administrative direction of institution superintendent 1, 2, or 3, manages operational or treatment or security programs in adult correctional institution with resident population of under 1000 & in accordance with policies & regulations of facility as set forth by institution superintendent, department, state & federal statutes or court orders. B-In Ohio Youth Commission, plans & administers all direct services for delinquent youth at assigned institution (e.g., medical, social, educational, recreational, psychological, psychiatric, dental, group life, volunteer, religion) & develops, coordinates & supervises overall treatment programs in institution for rehabilitation of delinquent youth. C-In Department of Mental Health, at Lima State Hospital, manages & supervises all security activities within institution & safeguards health, safety & civil rights of all patients, staff & general public in accordance with federal, state & departmental rules, regulations & court orders governing custody & care of patients.	Knowledge of (1) budgeting, (2) management, (3) labor relations, (4) employee training & development, (5) supervision, (6) security measures & safety practices associated with detention of felons or delinquent youth or with care of patients, (7) office management, (8) state, federal & departmental rules, regulations & court orders governing custody & care of inmates, patients or youth offenders, (9) interviewing, (10) criminology or criminal justice; ability to (11) deal with many variables & determine specific action, (12) read, copy & record figures accurately, (13) prepare meaningful, concise & accurate reports, (14) develop good rapport with personnel, inmates, patients or delinquent youth, (15) establish friendly atmosphere as manager.
2	24-31	Prepares work schedules & makes assignments for subordinate supervisors & staff within assigned program area (e.g., treatment, custody, security, operations) & conducts regular supervisory meetings to evaluate effectiveness of programs, departments & routine operational activities.	Knowledge of 4, 5, 6, 8, 10; ability to 11, 12, 13, 14, 15, (16) gather, collate & classify information about data, people or things, (17) prepare work schedules. *Developed after employment

(361)

123:1-7-17

UNUSUAL WORKING CONDITIONS: Exposed to dangerous inmates; may be required to work weekends; may be on 24-hour call.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 12 mos. training &/or exp. in supervision; 12 mos. training &/or exp. in state, federal & departmental rules & regulations & court orders governing custody & care of inmates, patients or youth offenders; 12 mos. training &/or exp. in security & safety practices associated with detention of felons or delinquent youths or with care of patients in residential facility; 6 mos. training &/or exp. in budgeting; 6 mos. training &/or exp. in management; 3 mos. training &/or exp. in

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	24-31	Assists institution superintendent in formulating institutional policies & procedures; assumes responsibility for total institution operation in absence of institution superintendent (e.g., makes administrative decisions favoring effective rehabilitation programs, supervises special investigations & prepares reports, assists in staff selection & budget preparation); at Lima State Hospital, insures compliance with federal mandated court order.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10; ability to 11, 13, 14, 15, 16, (18) cooperate with co-workers on group projects, (19) formulate policies & procedures.
4	10-16	Develops & administers staff training program; performs public relations duties in community by delivering speeches & conducting tours of institution explaining programs; maintains liaison with state & local law enforcement agencies & security consultants.	Knowledge of 3, 4, 5, 6, 8, 10, (20) public relations; ability to 14, 15, (21) prepare & deliver speeches before specialized audiences & general public.

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123:1-7-17

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UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* employee training & development; 1 course in labor relations (or 1 mo. exp.); 1 course in interviewing (or 1 mo. exp.); or equivalent. Positions within Department of Rehabilitation & Correction & Department of Youth Services also require 6 mos. training &/or exp. in criminology or criminal justice; or equivalent.	TRAINING & DEVELOPMENT