NEW AUG 0 2 1997

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Group Life Manager	CODE: 69461C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision from institutional superintendent, coordinates, plans & evaluates group living program & activities, provides overall management & direction for daily living of all youths housed in cottage life areas & supervises all youth leader supervisor 2's on all shifts; may serve as duty officer during other than normally scheduled working hours; -PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	49-59	Directs, plans, coordinates & evaluates group living programs & activities with other sections, departments, institution deputy superintendent &/or institution superintendent within youth services institution to accomplish treatment objectives & individual goals for each youth, provides overall management & direction for daily activities of youths housed in cottage life areas & ensures security measures are enforced.	Knowledge of (1) management, (2) agency, state &/or federal statutes, rules, regulations & procedures governing custody & care of youth offenders*, (3) security measures & safety practices associated with detention of youth offenders*, (4) behavioral or social science (e.g., psychology, sociology, rehabilitation, social work), (5) effective oral communication (e.g., speech)*; ability to (6) define problems, collect data, establish facts & draw valid conclusions, (7) establish friendly atmosphere as manager &/or supervisor of groups life department.
2	23-33	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., all youth leader supervisor 2's on all institutional shifts); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment; interprets agency policies & procedures; develops procedures for implementing activities designed to meet goals & objectives & responds & effectively addresses grievances filed pursuant to collective bargaining agreement.	Knowledge of 2*, 3*, 4, (8) supervision, (9) interviewing; ability to 6, 7.

(1021)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May be exposed to violent outbreaks of delinquent youth; on call 24 hrs. per day, 7 days per week.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 600 hrs. training in management or supervision (or 6 mos. exp.); 1 course in interviewing (or 1 mo. exp.); 1 course in child & adolescent psychology or in determinants of social functioning from birth through adolescence or in ways society socializes children (or 1 mo. exp.); 1 course in treatment & prevention of juvenile delinquency or in criminology or in control & prevention of crime & delinquency (or 1 mo. exp.); 1 course in abnormal psychology or sociology of deviant behavior (or 1

NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
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CLASS TITLE: Group Life Manager

CODE: 69461 C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	6-16	Conducts &/or attends staff meetings, orientations & training sessions & workshops to give &/or receive information &/or instruction on procedures, techniques &/or problem resolution.	Knowledge of 2*, 3*, 4, 8, (10) employee training & development, ability to 6, 7.
4	2-12	Writes, prepares, completes &/or reviews subordinates paperwork, correspondence, forms &/or reports; prepares quarterly department budget; maintains necessary records & files; presents talks to community &/or civic organizations.	Knowledge of 4, (11) budgeting; ability to 6, (12) prepare meaningful accurate & concise reports, (13) gather, collate & classify information about data, people or things, (14) prepare & deliver speeches.

(1022)

123:1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

mo. exp.); 1 course or 300 hrs. training in behavior modification of youths (or 3 mos. exp.); 1 course in racial & ethic differentiation (or 1 mo. exp.); or equivalent. Plus 5 courses in one of following academic fields: sociology, social work or child & family community services, psychology, or rehabilitation (or 12 mos. additional exp. in supervising youth in juvenile residential detention center or private or community residential center for foster children, orphans or troubled youth); or 6 mos. exp. as Youth Leader Supervisor 2, 46516.