

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

Juvenile Correctional Operations

SERIES NO.:

4658

MAJOR AGENCIES:

Department Of Youth Services Only

EFFECTIVE DATE:**SERIES PURPOSE:**

The purpose of the juvenile correctional operations management occupation is to maintain administrative security, custody, control & institutional programming operations of a juvenile residential facility.

At the lower level, incumbents supervise non-unit post staff (e.g., transportation, communication &/or metal detector personnel) & assist juvenile correctional operations manager of administrative responsibilities (e.g., implements institutional operational policies & procedures & maintains operational records).

At the higher level, incumbents supervise non-unit post staff (e.g., transportation, communication &/or metal detector personnel) &/or juvenile correctional operations assistant managers assigned to one shift & oversee safety & security of juvenile residential facility on one shift.

At the highest level, incumbents supervise juvenile correctional operations managers & operationally oversee juvenile correctional facility by acting on behalf of the superintendent & deputy superintendents & provide direct services, indirect services & program services during absences.

CLASS TITLE:

Juvenile Correctional Operations Assistant Manager

CLASS NUMBER:

46581

EFFECTIVE DATE:

09/12/1999

CLASS CONCEPT:

The first supervisory level class works under general supervision & requires considerable knowledge of managerial principles & techniques, operational procedures & practices of juvenile residential facility, custody programs for juvenile offenders & agency security practices of juvenile residential facility in order to supervise non-unit post staff (e.g., transportation, communication &/or metal detector personnel) & assist juvenile correctional operations manager by implementing institutional operational policies & procedures & maintaining operational records.

CLASS TITLE:

Juvenile Correctional Operations Manager

CLASS NUMBER:

46582

EFFECTIVE DATE:

09/12/1999

CLASS CONCEPT:

The second supervisory level class works under general supervision & administrative direction & requires thorough knowledge of supervisory principles & techniques, custody programs for juvenile offenders, agency security practices & operational practices of juvenile residential facility in order to supervise non-unit post staff (e.g., transportation, communication, metal detector personnel) &/or juvenile correctional operations assistant managers assigned to one shift & oversee safety & security of juvenile residential facility on one shift.

CLASS TITLE:

Juvenile Correctional Operations Administrator

CLASS NUMBER:

46583

EFFECTIVE DATE:

09/12/1999

CLASS CONCEPT:

The administrative level class works under administrative direction & requires extensive knowledge of managerial principles & techniques, custody programs for juvenile offenders, agency security practices, operational practices of juvenile residential facility & business administration in order to supervise juvenile correctional operations managers & operationally oversee juvenile correctional facility (i.e., directs activities on all three shifts) & act on behalf of superintendent & deputy superintendents & provide direct services, indirect services & program services during absences.

CLASS TITLE: Juvenile Correctional Operations Assistant Manager	CLASS NUMBER: 46581	BARGAINING UNIT: 022
---	-------------------------------	--------------------------------

EFFECTIVE DATE:

09/12/1999

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.)

Supervises (e.g., provides instruction & training; completes performance evaluations; approves/denies requests for leave; recommends disciplinary action) non-unit post staff (e.g., transportation, communication, metal detector &/or safety personnel), assists juvenile correctional operations manager by implementing institutional operational policies & procedures, directs juvenile correctional officers to assigned post, provides posts orders, inspects each post to ensure staff are alert, attentive & properly placed at respective posts, conducts roll call, works overtime roster (e.g., identifies eligibility; determines order of eligibility; calls & offers overtime to identified staff; documents each step of process; maintains accurate records), maintains all operational records (e.g., to include overtime rosters, timekeeping documents, request for leave forms, Family Medical Leave Act [i.e., FMLA] documents), ensures timely submittal of leave forms, identifies FMLA leave usage & coordinates leave requests.

Maintains inventory control of youth personal possessions; maintains youth inventory files; prepares & distributes related reports & correspondence; conducts surveillance security of institution & property; prevents escapes & apprehends escapees; prevents escapes or incidents which threaten security or safety of facility, youth, staff or general public, (i.e., requires verbal intervention/negotiations &/or unarmed self defense &/or physically responds to resistant &/or out of control youth); makes rounds to inspect grounds & units for cleanliness, compliance with safety regulations, possible contraband & general security; monitors & assists with directing custody operations during movement of youth to meals, school & outside movement; conducts initial investigations of juvenile correctional officer & youth complaints & refers to juvenile correctional operations manager; investigates emergencies, seeks resolutions & takes corrective action.

Chairs health & safety committee; administers special programs & projects; gathers information & writes reports covering accidents, fires, employees & youth; operates personal computer/video display terminal to produce reports & correspondence.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business or public administration, social or behavioral science (e.g., social work; psychology; criminal justice; criminology) or law enforcement; managerial principles & techniques; supervisory principles & techniques; employee training & development*; juvenile residential operational procedures*; custody & treatment programs for juvenile offenders*; agency security practices*; institutional policies*; investigation techniques*; agency payroll procedures*; bargaining unit contracts*; labor relations*. Skill in operation of personal computer/video display terminal. Ability to define problems, collect data, establish facts & draw valid conclusions; add, subtract, multiply & divide whole numbers; complete routine forms; maintain accurate records; prepare meaningful, concise & accurate reports; develop good rapport with youth & staff.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in business or public administration, social or behavior science (e.g., social work, psychology, criminal justice, criminology) or law enforcement; 3 mos. exp. in supervisory, managerial or administrative positive or in program management or program development; 1 course or 3 mos. trg. or 3 mos. exp. in labor relations/employee relations.

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

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

CPR & first aid certification or must be certified within six months after employment; annual departmental unarmed self defense & emergency response training certification; 8 hrs. of annual leadership development &/or supervisory skills training.

UNUSUAL WORKING CONDITIONS:

May be exposed to unpredictable behavior of juvenile offenders; may be exposed to communicable diseases; may require travel; may be on 24 hour call, including weekends & holidays; may be assigned to work rotating shifts; may be exposed to all types of outside climatic conditions.

CLASS TITLE: Juvenile Correctional Operations Manager	CLASS NUMBER: 46582	BARGAINING UNIT: 022
---	-------------------------------	--------------------------------

EFFECTIVE DATE:

09/12/1999

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.)

Supervises (e.g., provides instruction & training, completes performance evaluations, approves/denies requests for leave & recommends disciplinary action) non-unit post staff (e.g., transportation, communication, metal detector &/or safety personnel) &/or juvenile correctional operations assistant managers &/or managerial staff assigned to one shift, oversees safety & security of juvenile residential facility on one shift (e.g., serves as site supervisor on assigned shift; conducts briefing & roll call for juvenile correctional staff on assigned shift; provides direction to lower-level supervisors & juvenile correctional officers to ensure & maintain security, custody, safety control & programming of youth), assures adherence to program schedules, monitors & coordinates program activities for quality & consistency, monitors & coordinates treatment plans, guides, monitors normative culture programs in all phases of institutional programming, assures treatment teams are conducted weekly, monitors & assures compliance with basic 9 & minimum standards, conducts investigations of youth &/or employee incidents for disciplinary action, responds to institutional direct, indirect or programmatic questions to resolve issues related to institution operations, assists in development & implementation of post orders, assists with processing volunteers (e.g., reviews application, conducts background record checks), assists with ensuring compliance with all applicable standards subject to audit, coordinates & directs all major youth movements within institution (e.g., meal movement; to & from school movement; outside movement), directs & coordinates institutional searches, approves & coordinates admission of all new youth, accounts for controls & issues all institution communication & security equipment (e.g., radios; handcuffs; P.P.P.'s).

Acts on behalf of superintendent, deputy superintendents (i.e., provides direct services, indirect services & program services) & juvenile correctional operations administrator & serves as incident commander for all critical incidents affecting institution; assists with coordinating & directing transportation of youth to off ground locations (e.g., hospital; appointments; court appearances); coordinates employee call offs; develops policies & procedures to implement overtime roster; schedules staff; assigns posts in staff shortages; assists in coordinating random drug testing of employees (e.g., secures & provides transportation); prepares & reviews required reports (e.g., unusual incident reports; physical force reports; injury reports; isolation reports); completes reportable incident reports & makes all internal & external notifications (e.g., central office; law enforcement; youth family; regional office); conducts inspections pertaining to security, safety, sanitation, cleanliness & contraband to ensure compliance with established rules, policies & procedures; directs & assists with problematic youth visitations to include visitors entering & exiting institution; coordinates & supervises youth, staff or general public (i.e., requires verbal intervention/negotiations &/or unarmed self defense &/or physically responds to resistant &/or out of control youth).

Serves on committees; chairs institutional disciplinary committee; acts as health & safety officer for assigned shift (e.g., checks fire extinguishers; ensures compliance with safety standards; responds to union & OSHA issues/concerns & maintains related documents); provides instruction & training to staff & youth (e.g., security; custody; safety; rules & regulations); acts as liaison between juvenile correctional officers & administration to disseminate rules, regulations & special concerns; completes daily logs & reports; responds to correspondence (e.g., youth grievances; letters from youth families); attends meetings; operates personal computer/video display terminal to produce reports & correspondence.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business or public administration, social or behavioral science (e.g., social work; psychology; criminal justice; criminology) or law enforcement; managerial principles & techniques; supervisory principles & techniques; employee training & development*; juvenile residential operational procedures*; custody & treatment programs for juvenile offenders*; agency security practices*; institutional policies*; investigation techniques*; bargaining unit contracts*; labor relations*. Skill in operation of personal computer/video display terminal. Ability to define problems, collect data, establish facts & draw valid conclusions; complete routine forms; maintain accurate records; prepare meaningful, concise & accurate reports; gather, collate & classify data: develop good rapport with youth & staff.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business or public administration, social or behavioral science (e.g., social work, psychology, criminal justice, criminology) or law enforcement; 6 mos. exp. in supervisory, managerial or administrative position or in program management or program development; 2 courses or 6 mos. trg. or 6 mos. exp. in labor relations/employee relations.

-Or 1 yr. exp. as Juvenile Correctional Operational Assistant Manager, 46581.

-Or equivalent of Minimum Qualifications For Employment noted above.

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

CPR & first aid certification or must be certified within six months after employment; annual departmental unarmed self defense & emergency response training certification; 8 hrs. of annual leadership development &/or supervisory skills training.

UNUSUAL WORKING CONDITIONS:

May be exposed to unpredictable behavior of juvenile offenders; may be exposed to communicable diseases; may require travel; may be on 24 hour call, including weekends & holidays; may be assigned to work rotating shifts; may be exposed to all types of outside climatic conditions.

CLASS TITLE: Juvenile Correctional Operations Administrator	CLASS NUMBER: 46583	BARGAINING UNIT: 022
---	-------------------------------	--------------------------------

EFFECTIVE DATE:

09/12/1999

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.)

Supervises (e.g., provides instruction & training, completes performance evaluations, approves/denies requests for leaves & recommends disciplinary action) juvenile correctional operations managers, operationally oversees juvenile correctional facility (i.e., directs activities on all three shifts), acts on behalf of superintendent & deputy superintendents & provides direct services, indirect services & program services during absences (i.e., makes decisions related to security, safety & custody & control of youth), determines post coverage needs (e.g., identifies staff shortages & overtime needs; prepares, approves & reviews schedules; identifies daily work assignments); approves overtime procedure, develops & recommends institutional operational policies, procedures & directives (e.g., regarding security, transportation &/or custody) to ensure compliance with federal, state & departmental mandates, acts as liaison between staff & administration by transmitting policies, procedures & rules, oversees development of post orders for safety & security of staff & coordinates youth transportation to outside locations (e.g., hospital; appointments; court appearances).

Accesses & analyzes needs of facility based on trends & overtime mandates & makes recommendations to facility budget; reviews reports (e.g., unusual incident reports; physical force reports; injury reports; isolation reports) & recommends action; prepares correspondence related to juvenile corrections; conducts safety checks; investigates (i.e., as directed by deputies or superintendents) or assigns staff to investigate youth & staff incidents; conducts or assigns staff to conduct inspections pertaining to security, safety, sanitation & contraband to ensure compliance with established policies & procedures; investigates & resolves problems discovered by inspections; serves as pre-disciplinary hearing officer; coordinates activities with other institutional operations.

Ensures completion, reviews & completes daily logs & reports; responds to miscellaneous correspondence (e.g., counts; hospital trip logs; incident reports; youth grievances; letters from youth families); attends meetings; functions as on call administrator as scheduled/assigned; directs security for special youth functions; conducts tours of institution; makes periodic rounds of institution; serves on or chairs internal & external committees; provides training & instruction to staff & youth (e.g., use of force; custody; institution disciplinary committees; security; programming); establishes protocol for monitoring response of control; develops & designs mock crisis or incidents; maintains monthly data on risk management to compile information for monthly report to deputy superintendent; serves as liaison with public & other governmental & private officials; prevents escapes or incidents which threaten security or safety of facility, youth, staff or general public (i.e., requires verbal intervention/negotiations &/or unarmed self defense &/or physically responds to resistant &/or out of control youth); operates personal computer/video display terminal to produce reports & correspondence.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business or public administration, social or behavioral science (e.g., social work; psychology; criminal justice; criminology) or law enforcement; managerial principles & techniques; supervisory principles & techniques; employee training & development*; juvenile residential operational procedures; custody & treatment programs for juvenile offenders*; agency security practices*; investigation techniques*; budgeting*. Skill in operation of personal computer/video display terminal. Ability to apply principles to solve practical, everyday problems; collect data, establish facts & draw valid conclusions to take specific action; prepare meaningful, concise & accurate reports; gather, collate & classify data; develop good rapport with youth & staff.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business or public administration, social or behavioral science (e.g., social work, psychology, criminal justice, criminology) or law enforcement; 12 mos. exp. in supervisory, managerial or administrative position or in program management or program development; 4 courses or 12 mos. trg. or 12 mos. exp. in labor relations/employee relations.

-Or 1 yr. exp. as Juvenile Correctional Operational Manager, 46582.

-Or equivalent of Minimum Qualifications For Employment noted above.

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

CPR & first aid certification or must be certified within six months after employment; annual departmental unarmed self defense & emergency response training certification; 8 hrs. of annual leadership development &/or supervisory skills training.

UNUSUAL WORKING CONDITIONS:

May be exposed to unpredictable behavior of juvenile offenders; may be exposed to communicable diseases; may require travel; may be on 24 hour call, including weekends & holidays; may be assigned to work rotating shifts; may be exposed to all types of outside climatic conditions.