

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

Youth Services Regional Administrator

SERIES NO.:

6262

MAJOR AGENCIES:

Department Of Youth Services Only

EFFECTIVE DATE:

01/29/2001

SERIES PURPOSE:

The purpose of the youth services regional administrator occupation is to ensure all programs & services comply with federal, state and departmental mandates, ensure regional staff deliver effective and high quality case management services to youth on parole, administer allocated budget according to governing rules, direct, administer, implement and evaluate community based programs for youths released from youth institutional facilities within assigned region (i.e., one of seven (7) regions statewide having responsibility for multiple counties) and supervise assigned staff.

CLASS TITLE:

Youth Services Regional Administrator

CLASS NUMBER:

62621

EFFECTIVE DATE:

01/29/2001

CLASS CONCEPT:

The administrative level class works under administrative direction & requires extensive knowledge of human services, social services or public administration & managerial principles & techniques in order to ensure all programs & services comply with federal, state & departmental mandates; ensure regional staff deliver case management services to youth on parole, ensure allocated budget is administered according to governing rules, direct, administer, implement & evaluate parole programs for youths released from youth institutional facilities within assigned region (i.e., one of seven (7) regions statewide having responsibility for multiple counties) & supervise assigned staff.

CLASS TITLE: Youth Services Regional Administrator	CLASS NUMBER: 62621	BARGAINING UNIT: EX
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EFFECTIVE DATE:
01/29/2001

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.)

Ensures all programs & services comply with federal, state & departmental mandates, ensures regional staff deliver case management services to youth on parole, ensures compliance with federal, state & departmental mandates, implements departmental policies & procedures & adheres to labor/management agreements, supervises assigned staff in assigned region of state & monitors work performance of staff to ensure staff provides effective & high quality case management services & quality programming to youth on parole, develops, monitors & ensures administration of allocated regional budget, sets up contracts with residential & non-residential service providers to ensure coverage to meet youth's needs, develops, directs, administers, implements & evaluates parole programs (i.e., substance abuse, job readiness, life skills, residential placement, intensive supervision, mental health, female offenders programs, spiritual counseling, family counseling, sex offender services, GED, community services, vocational, employment) for youths released from youth institutional facilities within assigned region (i.e., one of seven (7) regions statewide having responsibility for multiple counties, develops & implements policies & procedures affecting operations of assigned region & provides training to staff.

Consults with & acts as primary liaison with judges, court administrators, local law enforcement & agency personnel & service providers regarding wide range of juvenile justice & youth policy issues; serves as liaison in developing partnerships & collaborative working relationships with community-based agencies; meets with division chief, courts, & community services & other department of youth services regional administrators to discuss issues of mutual concern, program service development & service delivery; serve on community boards & committees; responds to complaints from clients, community agencies, general public & departmental staff; directs & aids in coordination of communication between DYS institutions & assigned regional office; speaks & makes presentations at conferences & workshops (i.e., correctional trends, new program initiatives); visits judges &/or local government administrators annually in order to discuss agency mission, goals & objectives.

MAJOR WORKER CHARACTERISTICS:

Knowledge of human services, social services or public administration; state & federal laws; agency directives; American Correctional Association Standards & local procedures governing program services provided to juvenile felon offenders on parole status from department of youth services institution facilities; supervisory principles/techniques; managerial principles/techniques; public relations*. Skill in operation of computer. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, accurate & concise reports; gather, collate & classify information about data, people or things; formulate policies & procedures; answer questions &/or handle complaints from general public &/or community groups; promote community awareness regarding parole & aftercare programs in assigned region.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in human services, social services, social sciences, public or business administration or related field of study; 2 yrs. exp. in supervisory position; 2 yrs. exp. in managerial position; 2 yrs. exp. with human services, juvenile justice, criminal justice, corrections or related organization (e.g., adolescents; mental health; substance abuse); must be able to provide own transportation.

-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:

Requires travel; on-call 24 hrs. per day. May be exposed to dangerous youth &/or contagious diseases.