

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

DYS Interstate Compact Coordinator

SERIES NO.:

6985

MAJOR AGENCIES:

Youth Services Only

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the DHS interstate compact coordinator occupation is to implement the interstate compact agreement for juvenile offenders and coordinate the transfer of the supervision of parole and probation cases between Ohio and the rest of the United States, Guam, and the Virgin Islands.

At the managerial level, the incumbent coordinates the return of all absconders, escapees and runaway juvenile offenders to their home state, coordinates and implements interstate compact or juvenile activities and related training, and assists in developing program policy.

CLASS TITLE:

DYS Interstate Compact Coordinator

CLASS NUMBER:

69851

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The managerial level class works under general direction & requires thorough knowledge of behavioral/social science with emphasis on juvenile criminal justice/delinquency, Ohio revised code applicable to juvenile offenders, interstate compact statutes, & applicable departmental rules, regulations & directives in order to coordinate return of all juvenile absconders, escapees & runaways to their home state, Guam & Virgin Islands, coordinate transfer of probation & parole supervision across state lines, develop, revise, evaluate, interpret, & disseminate interstate compact agreement program policy & procedures to affected entities, Ohio's 88 juvenile courts & departmental sites, & assist in ensuring program complies with American Correctional Association standards & bargaining unit agreements.

CLASS TITLE: DYS Interstate Compact Coordinator	CLASS NUMBER: 69851	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/07/2004

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.)

Coordinates return of all juvenile absconders, escapees & runaways to their home state, Guam or Virgin Islands, coordinates transfer of probation & parole supervision across state lines (e.g., provides procedural guidance to Ohio's juvenile courts; ensures youth receive due process; works with compact office in home or holding state to coordinate travel arrangements for youths, sets up any needed surveillance at flight layover point & ensures youths will be picked up at designation point by appropriate personnel), develops, revises, evaluates, interprets & disseminates interstate compact agreement program policy & procedures to affected entities, Ohio's 88 juvenile courts & all departmental sites, & assists in ensuring compliance with American Correctional Association standards & bargaining unit agreements.

Provides technical assistance, training & information on interstate compact law to all departmental sites, Ohio's 88 juvenile courts, other states & territories that are party to interstate compact agreement; provides training to departmental personnel in interviewing, & selection process & procedures; represents & acts for compact administrator in handling contacts with association of juvenile compact administrators; serves on various committees on behalf of department.

Prepares required/needed fiscal documents for budgeting purposes & monitors expenditures related to assigned program.

Operates personal computer using state-licensed software to create reports, correspondence & other required documents, enter information in databases, search internet for flight schedules & purchase tickets & to send & receive electronic mail; opens, date stamps & reads mail; creates & maintains required hardcopy files related to assigned program; performs other administrative support functions as required (e.g., responds to telephone calls from attorney & parents of youth offenders; requests home studies to be conducted).

MAJOR WORKER CHARACTERISTICS:

Knowledge of behavioral or social sciences with emphasis on juvenile criminal justice/delinquency; human/public relations*; Ohio revised codes applicable to juvenile offenders; Ohio Interstate Compact Law*; departmental rules, regulations & directives governing security, custody, care & treatment services for juvenile offenders; English composition & grammar. Skill in use of office equipment (e.g., telephone, photocopier & facsimile equipment), personal computer & state-licensed software. Ability to develop, revise, evaluate & interpret program policy & procedures; define problems, collect data, establish facts & draw valid conclusions; handle routine & sensitive contacts with interstate compact office staff in other states & territories that are party to agreement, Ohio's juvenile court officials, other governmental officials, attorneys, parents of juvenile offenders, airline personnel & departmental personnel regarding technical matters; prepare & maintain required reports, correspondence & other documents.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in behavioral or social science or related field; 4 yrs. exp. in adult &/or juvenile criminal justice system which included responsibility for report writing, interpersonal contacts, offender treatment referrals, offender service delivery, exposure to Ohio laws applicable to juvenile offenders, & participation in corrections/criminal justice agency's operations & investigations.

-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:

Some travel required; may be on call 24 hours per day; may transport program training equipment & supplies; may be exposed to juvenile offenders who act hostile or are considered to be dangerous.