

COUNTY OF SOLANO
CLASS SPECIFICATION
JUVENILE CORRECTIONAL COUNSELOR (SUPERVISING)
Effective Date of Revision: 12/15/2020

CLASS SUMMARY:

Under general direction, incumbents in the class of Juvenile Correctional Counselor (Supervising) are expected to train staff and supervise the day-to-day operation of Juvenile Detention Facility or a youth facility, including the implementation of institutional policy and compliance with laws and requirements governing institutional operations. Serves as a member of the department's management/supervisory team. Supervising Juvenile Correctional Counselors function primarily as first-line supervisors with direct authority over Juvenile Correctional Counselor (Senior), Juvenile Correctional Counselor and Juvenile Correctional Counselor (Entry) and may perform the duties of Juvenile Correctional Counselor (Senior) when conditions warrant.

DISTINGUISHING CHARACTERISTICS:

This class is the supervising level class in the Juvenile Correctional Counselor series.

The class is distinguished from the:

- Probation Services Manager class which is responsible for planning and overall organization of programs and operations.
- Juvenile Correctional Counselor (Senior) class which has lead responsibility for Juvenile Correctional Counselor and Juvenile Correctional Counselor (Entry) during a designated shift and/or performs the more complex work assigned to the classification series.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by a Probation Services Manager.
- Employees in this class provide supervision over Juvenile Correctional Counselor (Senior), Juvenile Correctional Counselor, Juvenile Correctional Counselor (Entry) and administrative services staff; may provide direction to educational and contracted staff based on immediate needs within the facility.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Plans, organizes, prioritizes, schedules and evaluates the activities of Juvenile Detention Facility or a youth facility/camp; oversee the cognitive behavioral training activities and groups; assists in the formulation of operational policies, procedures, budgets and services; ensures compliance with operational policies and procedures, as well as laws and regulations governing operations of such institutions and facilities.
- Performs supervisory duties over Juvenile Correctional Counselors (Senior, Journey, and Entry) such as:
 - assigning work and organizing, planning and scheduling staff's work activities and deadlines;
 - establishing standards for acceptable work products and evaluating performance;
 - responding to employee issues and concerns;
 - monitoring work in progress, reviewing completed work and recognizing employees' work efforts and accomplishments;
 - responding to employee concerns and problems;

- proposing disciplinary actions and assist in investigations of alleged employee misconduct;
- interviewing applicants and recommending candidates for hire;
- providing career development mentoring and recommending training and career development opportunities;
- ensuring that employees are properly trained and that they are scheduled for or have received required training or needed formal training;
- onboarding of new hires and tracking the progression of new hire employees;
- providing instruction and/or guidance to employees in handling difficult or complex work problems;
- reviewing and approving timesheets and requests for leave;
- reviewing and tracking accommodations and approved leave requests; and
- communicating, supporting and enforcing County and Department policies and procedures including those related to equal opportunity and to safety.
- Assists management in the administration of the Department by:
 - participating in the administration of the Juvenile Detention Facility's budget by submitting budget recommendations, monitoring expenditures and approving routine purchases;
 - responding to customer complaints and recommending changes to improve customer service;
 - coordinating the work of contractors and consultants with the work of the Department;
 - reviewing policies and procedures, practices and work methods to increase the effectiveness and efficiency of operations;
 - monitoring the achievement of goals and objectives of the Department; and
 - assisting in the evaluation of facility programs and operations.
- Provides guidance and training to staff regarding application of Cognitive Behavioral Training (CBT) as it applies to justice involved youth; schedules and oversee CBT 2.0 groups; conducts and monitors weekly and monthly case plan oversight and review; tracks CBT 2.0 groups and trainings provided youth on a daily basis.
- Provides crisis intervention; responds to emergency situations; conducts due process reviews and referral screenings; facilitates DNA testing; reviews and screens youth for detention or release; authorizes all strip searches.
- Reviews reports, inspects operations, mediates complaints and investigates incidents; oversees video review of critical incidents and/or investigations; documents findings and activities through written and verbal reports, logs or correspondence; collects data related to facility operations (such as activities and special incident reports (SIR)).
- Inspects the physical plant and housing units; monitors equipment conditions and supply levels, arranges for replacement repair and servicing where appropriate; monitors the use of vehicles and coordinates transportation of youth.
- Acts as liaison to other departments, agencies and personnel; represents the Superintendent of Juvenile Detention Facility when required; may be assigned additional administrative/supervisory duties as required.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends

training programs, workshops and seminars as appropriate.

- Supervises kitchen operations.
- May appear in court to answer questions or serve as a witness.
- Verifies all duties and responsibilities of subordinate staff is complete. May perform duties and responsibilities of Juvenile Correctional Counselor (Senior) class.

EDUCATION AND EXPERIENCE:

Education/Training: A Bachelor's degree is required from an accredited college or university, preferably in criminal justice, social work, psychology, sociology or a closely related field.

AND

Experience: One (1) year of full-time work experience equivalent to a Senior Juvenile Correctional Counselor or Senior Deputy Probation Officer or two years as a journey level Juvenile Correctional Counselor or journey level Deputy Probation Officer with Solano County or other county jurisdictions.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess, or have the ability to obtain, a valid California driver's license, Class C.
- Applicants are required to have completed Section 832 of the California Penal Code training or equivalent.
- Applicants are required to have completed the Juvenile Corrections Officer Core Course or Deputy Probation Officer Core Course certificate by the California Board of Corrections Standards and Training for Correctional Programs or equivalent.
- Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.
- Incumbents are required to possess a current First Aid and Personal Safety certificate or obtain one within 60 days of appointment.
- Incumbents are required to possess a current CPR Certificate or obtain one within 60 days of appointment.

Note: All licenses, certificates and registrations must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Laws, rules and regulations applicable to juvenile detention facility or facility operations. Facility rules and policies, laws and regulations as they pertain to justice involved youth assigned to the facility; juvenile problems and development.
- County Probation department rules and regulations.
- Mission and goals of a juvenile detention facility.
- The rights of detained juveniles and the staff of the facility.
- Applicable Penal Code, Health and Safety Code, Vehicle Code, Welfare and Institutions

Code sections.

- Available supportive or referral agencies.
- Groups and individual counseling techniques including Cognitive Behavioral Training; theory and application.
- Principles and practices of budgeting, cost analysis, and fiscal management. Appropriate and constructive disciplinary techniques.
- Problem resolution techniques.
- Basic First Aid.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and uses of appropriate terminology for written communications such as narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skills and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize their work
- Plan, organize, prioritize, and supervise work processes within the juvenile detention facility or other facility operations.
- Utilize sound management principles in problem solving, decision making, leadership and team building.
- Apply the principles and practices of effective supervision and counseling; supervise and develop the effectiveness of subordinate staff.
- Understand, interpret and apply applicable laws, regulations and policies governing program operations and use good judgement in their application.
- Comply with laws, regulations and professional practices governing juvenile detention program services and operations.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Communicate clearly and concisely, both orally and in writing. Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Represent the Department in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Set, communicate and meet objectives.
- Coordinate activity with other shift supervisors.
- Be aware of faces, incidents and location of assigned youth at all times; remember individuals, actions, statements made, and location of incidents.
- Use modern office equipment to include computers and related software applications.
- Operate and maintain a variety of hand and power tools and communication radios properly and safely.
- Apply physical restraints as necessary.
- Administer first aid and CPR.
- Operate a motor vehicle safely.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, grasping, feeling (i.e. sense of touch), and repetitive motion for 50% of a typical shift but may be higher.
- **Lifting, Carrying, Pushing and Pulling:** Positions in this class require exerting up to 100 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Occasionally may require physical restraint of youth including lifting and holding in excess of 100 pounds with assistance.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Incumbents must be able to work in a restricted, sometimes hostile environment.
- Incumbents may be required to lift objects weighing more than 100 pounds with assistance.
- Employees in this class will be working in a detention facility environment and thus will be subject to exposure to communicable diseases, disruptive and confrontational people, potentially combative and violent people, intense noises, odors, and blood and other bodily fluids.
- **Hours of Work:** Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

OTHER REQUIREMENTS:

- Pursuant to Title 15, Division 1 of the California Administrative Code, incumbents are required to complete a minimum of 40 hours of annual training.
- Must pass a physical exam and psychological exam as a condition of hire.
- **Independent Travel:** Incumbents are required to travel independently, for example, to attend meetings, trainings, classes and seminars and to transport juveniles.
- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- **Drug Testing:** Candidates for positions in this class and employees in this class will be subject to Pre-Employment, Reasonable Suspicion, Post Accident, Return-To-Duty and Follow-Up drug testing in accordance with the Solano County Alcohol and Drug Free Workplace Policy.

- Child Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.
- Language Proficiency: Some positions allocated to this class will require the applicant to speak, read and write in a language other than English.

Kimberly Williams

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Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Director of Human Resources: November 2001, December 17, 2020
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: June 30, 2003
- Date(s) Revised: January 2003, December 15, 2020
- Date(s) Retitled and Previous Titles of the Class: December 15, 2020; Group Counselor (Supervising)
- Class Code: 514040