



CLASS SPECIFICATION FOR:

## Senior Detention Supervisor

### General Statement of Duties:

Assists the Assistant Superintendents and Superintendent with the administration and operation of the juvenile detention home; primary responsibility for coordinating compliance and audit efforts related to the U.S. Department of Justice's PREA standards for juvenile facilities; manages other programs and projects as assigned; works on-call rotations as assigned; does related work as required.

### Distinguishing Features of Class:

This single position job classification has primary responsibility for coordinating compliance and audit efforts related to the U.S. Department of Justice's PREA standards for juvenile facilities. Incumbent also provides direction and supervision to all phases of operations within the secure areas of the facility. Participates in the development and implementation of policies and procedures regarding facility and resident programs, activities, schedules and discipline. The position provides a wide variety of administrative, staff development, and supervisory duties. Supervision may be exercised over a shift and/or a variety of functions such as Intake, Volunteer and Recreation Programs. Work is performed under the direction of an Assistant Superintendent or the Superintendent.

### Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Develops, implements, trains staff, and manages the Prison Rape Elimination Act (PREA) program (prevention, response, screening, reporting, investigations, discipline, victim care components) and related audit and ongoing compliance efforts;
- Responsible for the facility's accreditation, obtaining and maintaining, and for ongoing related documentation, reporting and audits;
- Establishes, implements and accurately interprets policies, procedures, and programs;
- Monitors and evaluates the effectiveness of procedures, policies and programs, and recommends and implements approved changes;
- Manages staff training records for compliance purposes;
- Responsible for Review/Archiving of logbooks and resident records;
- Drafts and/or revises policies and procedures, test instruments, rules and regulations, informational brochures and other media;
- Coordinates/Manages Hazardous Waste Program;
- Coordinates transportation of residents to/from court and medical appointments;
- Conducts Hearings/Reviews for disciplinary incidents and prepares related security reports;
- Attends meetings and hearings as a technical and/or management advisor or participant;
- Develops program-specific reporting systems and procedures and prepares necessary reports;
- Interviews, trains, develops, supervises and evaluates assigned personnel;
- Performs on-call rotation duties as assigned;
- May act as Assistant Superintendent in that person's absence;
- Prepares and presents reports to the Assistant Superintendent/Superintendent/Commission;
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities:

Considerable knowledge of counseling and social work principles and practices, with particular reference to the problems of socially and emotionally maladjusted children; knowledge of juvenile-and family-delinquency control practices; ability to plan, develop and organize comprehensive programs for facility, staff and residents; strong logistical coordination and collaborations skills; ability to successfully complete assigned administrative tasks in accordance with applicable requirements and deadlines; ability to accurately and consistently interpret and apply complex laws, regulations and policies; critical thinking and problem solving skills with the ability to cost effectively and appropriately solve a variety of operation, program and management issues within a wide variety of complex regulatory guidelines and requirements; strong oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing; ability to research, collect and maintain data, consider and weigh a variety of factors in making



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decisions or recommendations; ability to synthesize multiple types of complex data and produce easily understood reports and other materials; ability to lead, manage and partner effectively; ability to establish and maintain a good working relationship with detention staff and other professionals including, but not limited to court personnel, attorneys, probation officers, public officials and the public; good supervisory skills including good training skills and the ability to effectively manage workloads, programs and assigned projects and to foster and maintain high morale and engagement with staff; ability to systematically compile data and provide detailed program and related financial reports; strong computer skills with ability to use computer and typical business software, proprietary software and applications for data management and reporting; physical condition that permits the activities necessary in and inherent to the supervision of staff in a detention facility and program management activities; personal accountability including teamwork and establishing and maintaining positive relationships with partners and stakeholders in the judicial and detention processes, the public and colleagues; ability to work independently; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County and Detention Center with stakeholders and regulators at the local, state and federal levels. Requires ability to work a flexible schedule as needed.

### Minimum Education and Experience:

Education: Four (4) year degree in behavioral science or other relevant field;

Experience: Five (5) years of detention, court services, social services or other relevant work experience, with one (1) year of supervisory experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license.
- CPS Background check.