

EDITED KSAPC LISTING

CLASSIFICATION: **Captain, Youth Authority**

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of the purpose and organization of the Division of Juvenile Justice (DJJ) to effectively supervise the daily operations of a youth correctional facility.
K2.	Comprehensive knowledge of the principles and techniques of security, custody, and individual/group supervision of youthful offenders to effectively supervise the daily operations of a youth correctional facility.
K3.	Comprehensive knowledge of the departmental health and safety program to maintain a safe and healthy environment.
K4.	Comprehensive knowledge of the characteristics of the youthful offender population of DJJ to provide education, treatment and custody functions.
K5.	Comprehensive knowledge of the provisions and procedures of the Disciplinary Decision-Making System (DDMS) and youth grievance system to ensure due process and procedural safeguards are upheld.
K6.	Comprehensive knowledge of the court decisions affecting the rights of youthful offenders in the department to ensure compliance.
K7.	Advanced knowledge of the principles and techniques of personnel management and employee supervision to ensure recognition, accountability and progressive discipline.
K8.	Advanced knowledge of a supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion to maintain a work environment that is free of discrimination and harassment.
K9.	Comprehensive knowledge of the administration of collective bargaining agreements and grievance handling to ensure employee rights are protected and agreements are upheld.
K10.	Comprehensive knowledge of the principles and practices of the Department's labor management relations policies to ensure consistent interpretation, application and enforcement.
K11.	Comprehensive knowledge of the principles and practices of organization administration including program planning, monitoring, evaluating and budgeting to effectively supervise the daily operations of a youth correctional facility.
K12.	Comprehensive knowledge of investigative and interviewing techniques/procedures to determine facts related to allegations of misconduct.
K13.	Comprehensive knowledge of report writing and preparation of concise/complete work to review reports, documents and completed staff work.
K14.	Comprehensive knowledge of the procedures pertaining to the transportation of youthful offenders to ensure protection of the public, staff and youthful offenders.

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Ability to:	
A1.	Apply the principles and techniques of security, custody, and individual/group supervision of youthful offenders to meet the mission of the Department.
A2.	Elicit the cooperation, interest and respect of employees and youthful offenders to maintain an effective working environment and meet the mission of the Department.
A3.	Meet with the public and inform them about the programs of the facility to maintain cooperative relationships and meet the mission of the Department.
A4.	Prepare reports to document and disseminate information.
A5.	Maintain custody and control of youthful offenders to ensure compliance and promote a productive work environment.
A6.	Apply fair and firm discipline to ensure compliance and maintain safety/security.
A7.	Analyze situations accurately and take effective action to complete assignments and resolve problems.
A8.	Act quickly in emergency situations to resolve problems and maintain safety/security.
A9.	Supervise the work of others to maintain workplace efficiency and ensure effective facility operations.
A10.	Supervise subordinate staff to ensure a productive, effective and efficient workforce.
A11.	Promote equal opportunity in employment to maintain a work environment that is free of discrimination and harassment.
A12.	Establish and maintain effective working relationships to promote collaboration, cooperation and teamwork.
A13.	Communicate effectively at a level for successful job performance to provide and receive information/direction and promote a productive work environment.
A14.	Represent the Department's position on collective bargaining agreements to ensure employee rights are protected and agreements are upheld.
A15.	Apply collective bargaining agreements and effectively respond to employee grievances to ensure consistent interpretation, application and enforcement.
A16.	Supervise the comprehensive safety, health, security and custody program of a youth correctional facility to meet the mission of the Department.
A17.	Perform liaison and community relations duties to provide and receive information and maintain cooperative working relationships with stakeholders.
A18.	Conduct interviews and investigations to determine/establish facts related to allegations, misconduct and complaints.

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<i>Personal Characteristics:</i>	
PC1.	Emotional maturity and stability to make decisions, problem solve, communicate with others and provide a positive example for staff and youthful offenders.
PC2.	Demonstrated leadership ability to establish a command presence and appropriately influence others.
PC3.	Empathetic and objective understanding of the problems of youthful offenders in custody to meet the mission of the Department.
PC4.	Honesty in order to promote cooperation, collaboration and teamwork amongst staff.
PC5.	Integrity in order to ensure compliance with departmental policies/procedures.
PC6.	Tact in order to communicate effectively and earn respect from others.
PC7.	Patience in order to promote a calm environment.
PC8.	High moral standards in order to maintain credibility.
PC9.	Neat appearance in order to professionally represent the Department.
PC10.	Keeness of observation in order to maintain safety/security.
PC11.	A continuing satisfactory record as a law-abiding citizen to produce a positive perception and ensure credibility.
PC12.	Willingness to work various shifts, including weekends and holidays, and to report for duty at any time emergencies arise to meet the mission of the Department.
PC13.	Willingness to work impartially with staff and youthful offenders of various racial, ethnic, and cultural differences to maintain an accepting and discrimination free environment.
PC14.	Willingness to work with youthful offenders in custody regardless of commitment offense to meet the mission of the Department.
PC15.	Sound physical, mental, and emotional condition to perform effectively on the job.
PC16.	Necessary strength, endurance and agility to meet the demands of the job.
PC17.	Sufficient visual acuity and hearing to meet the demands of the job.
PC18.	Willingness to travel and maintain a satisfactory driving record to meet the mission of the Department.