

EDITED TASK LISTING

CLASSIFICATION: **Lieutenant, Youth Authority**

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

Task Statements	
1.	Maintain standards of uniformity and continuity of custody and control for the facility/camp, in order to ensure safety and security, utilizing Departmental policies/procedures and the Operations Manual, on a daily basis.
2.	Oversees emergency procedures to ensure the continued safe and orderly operation of the facility/camp, utilizing Departmental policies/procedures and the Multi-Hazard Emergency Preparedness Plan, under the direction of the administration, as necessary.
3.	Notify the appropriate law enforcement agencies, in the event of an escape or extreme emergency, to obtain mutual aid assistance, utilizing Departmental policies/procedures and the Multi-Hazard Emergency Preparedness Plan, as necessary.
4.	Instruct staff in the duties and techniques required on the job, to maintain a standard level of work performance/job behavior, utilizing Departmental policies/procedures and training materials, on an ongoing basis.
5.	Facilitate the instruction of staff in the duties and techniques required on the job, to maintain a standard level of work performance/job behavior, utilizing Departmental policies/procedures and training materials, on an ongoing basis.
6.	Train staff in security procedures, to maintain a standard level of work performance/job behavior, utilizing Departmental policies/procedures and training materials, as needed.
7.	Review the decisions of first-line supervisors, to ensure the safety and security of the facility/camp, in accordance with Departmental policies/procedures, training and performance evaluations, as needed.
8.	Brief staff on possible security issues, to present an action plan to be used in case of an emergency situation, utilizing Departmental policies/procedures and training materials, on an ongoing basis.
9.	Review and take appropriate action on reports submitted by staff, to ensure the report is completed per the Departmental policies/procedures and training materials, on an ongoing basis.
10.	Review and submit reports (e.g., Serious Incident Report, Incident Review Report, Use of Force Report, etc.), through the chain of command, to ensure compliance with Departmental policy, utilizing Departmental policies/procedures, as mandated.
11.	Ensure all searches (e.g., room, vehicle, visitor, etc.), are conducted at the facility/camp, in order to maintain standards of security, safety, and order, utilizing Departmental policies/procedures, as mandated.
12.	Recommend the selection of subordinate employees to the administration, for possible promotion/assignment, utilizing the interview process (e.g., review application, official personnel file, reference check, etc.), and the department's Equal Employment Opportunity program, as needed.
13.	Recommend appropriate disciplinary or other corrective action, through the chain of command, to gain compliance with Departmental policies/procedures, utilizing verbal counseling, Letter of Expectation, and Work Improvement Discussion, as necessary.

Tasks highlighted in bold text are not currently on the SPB classification specification

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Task Statements	
14.	Conduct administrative inquiries on employees, to collect facts on an allegation, utilizing personal computers, interviews, audio/video recordings and data collecting, under the direction of the hiring authority.
15.	Act for the Captain, to maintain consistency in operations in his/her absence, utilizing Departmental policies/procedures, Operation Manuals, and duty statements, as required.
16.	Operate a motor vehicle to complete assignments, utilizing Departmental policies/procedures, Operation Manuals, and California Vehicle Code, on an ongoing basis.
17.	Serve as Executive Officer in the camp, to ensure managerial coverage after hours and on weekends, utilizing the Executive Officer Manual and duty statement, on a rotating basis.
18.	Schedule staff, to ensure proper coverage throughout the facility/camp, utilizing Tele-Staff, Shift Scheduler, telephone, etc., as mandated.
19.	Review law violations committed by youthful offenders, to determine possible prosecution, utilizing the California Penal Code and Welfare Institution Code, as mandated.
20.	Gather, assemble, and prepare reports of all pertinent facts and evidence to assist the District Attorney's Office in possible prosecution, utilizing the California Penal Code and Welfare Institution Code, as mandated.
21.	Act as a liaison in court proceedings, to assist the District Attorney's Office in possible prosecution, utilizing the California Penal Code and Welfare Institution Code, as mandated.
22.	Coordinate with staff within a facility or throughout the Department regarding Disciplinary Decision Making System incidents, to ensure compliance with Departmental policies, utilizing Departmental policies/procedures, on an ongoing basis.
23.	Cooperate with local law enforcement agencies during their investigations of criminal offenses, in order to assist the agency in possible prosecution, utilizing the Departmental policies/procedures, California Penal Code and California Government Code, etc., as needed.
24.	Conduct remedial report writing training to staff who fall below the Departmental standard, in order to bring them into compliance with the Departmental policies/procedures, as needed.
25.	Take appropriate action to ensure youthful offender groups occur after hours, weekends, and holidays, as related to the Integrated Behavior Treatment Model, in order to remain in compliance with state mandates.
26.	Assist in the revision of Institution and Camps Manual (Section 1800), to ensure the facility/camp is in compliance with all subsections, utilizing the personal computer, previous report, Departmental policies/procedures, and training, as mandated.

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Task Statements	
27.	Conduct emergency response drills with staff to ensure the continued safe and orderly operation of the facility/camp, utilizing Departmental policies/procedures, training and the Multi-Hazard Emergency Preparedness Plan, as mandated.
28.	Assist in the revision of the Multi-Hazard Emergency Preparedness Plan (e.g., mutual aid/internal response, Tactical Response Team, Emergency Response Team, etc.), to ensure a site specific response, utilizing the personal computer, previous plan, Departmental policies/procedures, mutual aid agreements, etc., as mandated.
29.	Apply the Multi-Hazard Emergency Preparedness Plan (e.g., mutual aid/internal response, Tactical Response Team, Emergency Response Team, etc.), to ensure the continued safe and orderly operation of the facility/camp, utilizing the Departmental policies/procedures, mutual aid agreements, etc., as mandated.
30.	Develop/prepare written documents (e.g., Youthful Offender Work/Training Programs, post orders, duty statements, etc.), for the administrators, to provide pertinent information, utilizing personal computers, Departmental policies/procedures, staff input, etc., on an ongoing basis.
31.	Demonstrate leadership by working collaboratively with departmental staff to facilitate a team effort and promote a safe facility/camp/worksites, utilizing team building concepts, effective communication skills, information sharing, etc., on an ongoing basis.