

## EDITED TASK LISTING

**CLASSIFICATION:** Program Administrator, Correctional School (Supervisory)

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

<b>Task Statements</b>	
1.	Supervise existing programs for the classification, treatment, discipline, assignment, custody, safety and recreation of youthful offenders to maintain safety/security and prepare youthful offenders for successful re-entry into the community using laws, rules, regulations and departmental policies/procedures, as needed.
2.	Create new programs for the classification, treatment, discipline, assignment, custody, safety and recreation of youthful offenders to maintain safety/security and prepare youthful offenders for successful re-entry into the community using laws, rules, regulations and departmental policies/procedures, as needed.
3.	Supervise staff (e.g., Supervising Casework Specialist and Treatment Team Supervisor) in the performance of their daily duties to ensure compliance with laws, rules, regulations and departmental policies/procedures using written/verbal direction and progressive discipline, as required.
4.	Participate on the facility's management team to collaborate and ensure operational efficiency among inter-disciplinary areas using effective communication and interpersonal skills, as required.
5.	Develop the operational policies and procedures of the facility to provide treatment, training, custody and discipline to youthful offenders using principles, techniques and trends of the development of treatment programs, as required.
6.	Act as a chairperson on the administrative committee to assess and properly place youthful offenders in programs using laws, rules, regulations and departmental policies/procedures, as needed.
7.	Counsel youthful offenders on various issues (e.g., inquiries, grievances, appeals, etc.) to ensure that each youthful offender's constitutional rights and privileges are maintained/protected using laws, rules, regulations and departmental policies/procedures, as needed.
8.	Monitor treatment programs and operational systems (e.g., casework systems, Disciplinary Decision Making System [DDMS], youth grievance system, etc.) to maintain integrity and ensure the protection of due process for youthful offenders using laws, rules, regulations and departmental policies/procedures, as needed.
9.	Review decisions made by other staff (e.g., investigator, fact finder, disposition committee, etc.) to ensure the protection of due process for youthful offenders using laws, rules, regulations and departmental policies/procedures, as needed.
10.	Make decisions/recommendations on difficult treatment and custodial problems regarding youthful offenders to ensure proper placement and treatment of youthful offenders using laws, rules, regulations and departmental policies/procedures, as needed.
11.	Audit post assignment schedules to maintain budget and ensure proper staff coverage using departmental policies/procedures and Memorandum of Understanding (MOU), as needed.

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

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<b>Task Statements</b>	
12.	Supervise staff to maintain effective programs/services and ensure satisfactory work performance using training needs assessments, performance evaluations and progressive discipline guidelines, on a daily basis.
13.	Oversee staff attendance and work schedules to produce an effective workforce and maintain positive morale using laws, rules, regulations, MOUs and departmental policies/procedures, on a daily basis.
14.	Promote cooperative working relationships among internal staff and external stakeholders (e.g., facility, county probation, headquarters staff, Juvenile Parole Board, etc.) to ensure the successful custody and treatment of youthful offenders using effective communication and interpersonal skills, on a daily basis.
15.	Ensure staff and youthful offenders maintain involvement in various programs (e.g., employment programs, community and volunteer services, camps, work experience, etc.) to provide opportunities for rehabilitation and restorative justice for youthful offenders using laws, rules, regulations and departmental policies/procedures, as needed.
16.	Prepare written documents, analysis and proposals (e.g., correspondence, bill analyses, memoranda, reports, Budget Change Proposals [BCP], etc.) to document/provide information using software programs and databases, as needed.
17.	Support facility operations (e.g., warehouse, food preparation/service, laundry operations, etc.) to maintain healthy, safe, secure and sanitary living conditions using laws, rules, regulations, departmental policies/procedures, on a daily basis.
18.	Direct fiscal operations (e.g., preparation, revisions, maintenance, etc.) to ensure effective and efficient program operations and maintain budgetary limits using records, reports, audits, laws, rules, regulations and departmental policies/procedures, as needed.
19.	Perform the duties of the Assistant Superintendent and/or Superintendent in his/her absence to maintain continuity of facility operations and ensure safety/security using laws, rules, regulations and departmental policies/procedures, as needed.
20.	Recommend the establishment or revision of policies for statewide facilities/camps and regular/specialized programs (e.g., mental health programs, reentry, security, youth and victim services, volunteer programs, etc.) to ensure incorporation of evidence based principles and trends using court decisions, laws, rules, regulations and departmental policies/procedures, on an on-going basis.
21.	Maintain program standards and monitoring criteria to ensure incorporation of evidence based principles and trends using court decisions, laws, rules, regulations and departmental policies/procedures, as needed.
22.	Act as a liaison with other departments and entities (e.g., probation, Juvenile Court judges, attorneys, media, state hospitals, etc.) to communicate information and coordinate efforts/services using effective communication and interpersonal skills, as needed.

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23.	Represent the Department as a subject matter expert in legal proceedings, legislative hearings, negotiations, meetings, conferences and/or task forces to obtain and report information using effective communication and interpersonal skills, as needed.
24.	Conduct training for staff and external stakeholders to set expectations and ensure awareness of departmental policies/procedures using effective communication and interpersonal skills, as needed.
25.	Initiate the employee progressive discipline process to improve employee performance and address issues of substandard performance using State Personnel Board laws and rules, and departmental policies/procedures, as needed.
26.	Implement laws, rules, regulations and departmental policies/procedures to comply with court mandates, legislation and the constitutional rights of youthful offenders using effective communication and leadership skills, as needed.
27.	Communicate and recommend solutions to issues/problems, as they arise, to your direct supervisor to ensure compliance with laws, rules, regulations, guidelines and departmental policies/procedures related to youthful offenders and staff using effective communication and problem solving skills, as required.
28.	Participate in the hiring process of staff to maintain adequate staffing levels and ensure qualified employees using laws, rules, regulations and departmental policies/procedures, as needed.
29.	Ensure supervisory responsibilities of staff are adhered to in regards to the Equal Employment Opportunity (EEO) Program to ensure a work environment that is free of discrimination using EEO program objectives, as mandated.
30.	Address stressful situations in a professional and tactful manner to promote an effective and cooperative work environment using effective communication and interpersonal communication skills, as required.
31.	Monitor program expenditures to comply with specific budgetary constraints using departmental funding policies, on an on-going basis.
32.	Ensure staff members comply with the Americans with Disabilities Act (ADA) to promote a work environment free of discrimination using laws, rules, regulations and departmental policies/procedures, as mandated.
33.	Lead interdisciplinary teams, committees and work-groups to develop departmental policies/procedures using effective communication and interpersonal skills, as needed.
34.	Monitor youth information in existing databases to maintain compliance and address potential issues using departmental policies/procedures, on a regular basis.

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