

EDITED KSAPC LISTING

CLASSIFICATION: Senior Youth Correctional Counselor

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of principles and techniques of individual and group counseling to assist Youth Correctional Counselors with training and development of Youthful Offenders.
K2.	Basic knowledge of the procedures employed in the routine maintenance of living units and grounds to ensure cleanliness of the unit and adherence to sanitation standards.
K3.	Comprehensive knowledge of principles and techniques of custody and individual and group supervision of youthful offenders to ensure safety and security of staff and youthful offenders.
K4.	Basic knowledge of recreational activities to promote good sportsmanship.
K5.	Comprehensive knowledge of the purpose, organization, and administrative practices of the Department of the Corrections and Rehabilitation (CDCR), Division of Juvenile Justice (DJJ) to provide training, treatment and rehabilitative services to youthful offenders.
K6.	Comprehensive knowledge of training and motivational techniques for staff to ensure compliance with the mission statement of CDCR and DJJ.
K7.	Comprehensive knowledge of the principles and techniques of personnel management to meet the Department's expectations.
K8.	Basic knowledge of employee supervision to meet the Department's requirements.
K9.	Comprehensive knowledge of the departmental and institutional policies to ensure all mandated requirements and laws are fulfilled.
K10.	Basic knowledge of the mental health of youthful offenders in order to provide proper treatment services and maintain a safe and secure environment.
K11.	Comprehensive knowledge of diverse racial and cultural characteristics of youthful offenders and its impact in the correctional setting for promoting a normative culture.
K12.	Basic knowledge of a supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion in order to maintain a work environment which is free of discrimination and harassment.
K13.	Basic knowledge of the departmental health and safety program to promote a safe and healthy work environment.
K14.	Comprehensive knowledge of the characteristics of the youthful offender population assigned to the living unit to ensure that proper treatment is provided for youthful offenders.
K15.	Comprehensive knowledge of the provisions and procedures of the Disciplinary Decision Making System (DDMS) and ward grievance system to ensure due process and youth's rights are in compliance.
K16.	Basic knowledge of court decisions affecting the rights of youthful offenders in the Department to ensure compliance with the decisions.

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

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Knowledge of:	
K17.	Basic knowledge of administration of collective bargaining agreements and grievance handling to ensure compliance with the Memorandum Of Understanding (MOU).
K18.	Basic knowledge of the principles and practices of the Department's labor-management relations policies to ensure compliance with the MOU.
K19.	Basic knowledge of the principles and practices of organization administration including program planning, monitoring, evaluating, and budgeting to adhere to the mission and values of the Department.
K20.	Comprehensive knowledge of investigative and interviewing techniques and procedures to adhere to safety and operations of the living unit.
K21.	Comprehensive knowledge of report writing to ensure accurate and concise documentation and reporting.
K22.	Comprehensive knowledge of assignments required to be completed in a concise, timely, and accurate manner as required by your supervisor.
K23.	Basic knowledge of court testimony as required by the legal process to represent the Department in a professional manner.
K24.	Comprehensive knowledge of living unit standards, policies and procedures to orientate newly assigned staff.
K25.	Comprehensive knowledge of the mission and vision of the Department in order to reinforce the expected behaviors and job standards necessary to perform their duties.

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Ability to:	
A1.	Apply principles and techniques of individual and group supervision of youthful offenders in order to promote training, treatment and rehabilitation.
A2.	Train, evaluate and discipline staff in the performance of their duties to improve work performance.
A3.	Supervise, plan, organize, and direct the work of staff in order to meet daily operations of the unit.
A4.	Gain the interest, respect, and cooperation of staff and youthful offenders in order to ensure effective working relationships.
A5.	Understand youthful offenders' case histories and as a treatment team provide recommendations to Youth Correctional Counselors in order to address youth's individual treatment goals.
A6.	Maintain custody that is fair, firm and responsive in order to gain youthful offender compliance.
A7.	Plan and conduct recreational activities in order to provide a comfortable normative culture.
A8.	Keep records in order to maintain required historical information.
A9.	Prepare reports and compose correspondence to ensure effective communication.
A10.	Analyze situations and take effective action in order to defuse or prevent a situation from escalating.
A11.	Think and act quickly in emergencies in order to restore order in a safe manner.
A12.	Provide constructive criticism and reinforcement in order to enhance work performance.
A13.	Effectively promote equal opportunity in employment in order to maintain a work environment that is free of discrimination and harassment.
A14.	Establish and maintain positive working relationships in order to develop team cohesion.
A15.	Communicate effectively with others in order to be successful at your work site.
A16.	Represent the Department's position on collective bargaining agreements in a professional manner to ensure compliance.
A17.	Interpret and apply collective bargaining agreements in order to meet mandates.
A18.	Effectively respond to employee grievances in a timely manner in order to meet mandates.
A19.	Interpret and apply the departmental health and safety program in order to maintain a safe and healthy work environment.
A20.	Effectively conduct interview and inquiries in order to provide accurate, detailed, and concise information.
A21.	Provide proper treatment to youthful offenders in crisis or in need of mental health services to ensure that mandated services are met.

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Ability to:	
A22.	Identify sub-cultures to reduce violence and promote a continuum of interventions through treatment and rehabilitative services.
A23.	Testify in legal proceedings in order to represent the Department.
A24.	Model treatment interventions to living unit staff.
A25.	Organize and complete daily tasks in a timely manner.

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Personal Characteristics:	
PC1.	Emotional maturity and stability to work under adverse conditions in maintaining a level of professionalism.
PC2.	Demonstrated leadership ability in order to lead by example.
PC3.	Empathetic and objective understanding of the problems of staff and youthful offenders in custody to provide them with effective treatment.
PC4.	Honesty, responsive, integrity and patience in dealing with youthful offenders and coworkers.
PC5.	Neat personal appearance to meet departmental dress code standards.
PC6.	High degree of awareness of your surroundings in the correctional setting to maintain a safe environment.
PC7.	Continuing satisfactory record as a law-abiding citizen in accordance with departmental standards.
PC8.	Physical agility including visual acuity and sufficient hearing to meet the demands of the job.
PC9.	Punctuality and willingness to work various shifts including weekends and holidays, and to report for duty at any time emergencies arise in order to meet operational needs.
PC10.	Willingness to travel in order to meet operational needs.