

## EDITED TASK LISTING

### CLASSIFICATION: YOUTH AUTHORITY ADMINISTRATOR, COMMUNITY AND STAFF SERVICES

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

Task Statements	
1.	Manage staff responsible for studies, surveys, projects, reports, etc. in order to provide information, options, recommendations, quality services, etc. utilizing Departmental policies and procedures, State and Federal laws, rules, regulations, scope definition, plans, schedules, effective management skills, effective communication skills, etc. on an on-going basis.
2.	Manage staff responsible for the various Legislative activities (e.g., Legislative Proposals, Legislative Reports, court decisions, etc.) in order to provide information, options, recommendations, quality services, etc. utilizing Departmental policies and procedures, State and Federal laws, rules, regulations, scope definition, plans, schedules, effective management skills, effective communication skills, etc. on an on-going basis.
3.	Delegate work assignments to staff with appropriate guidance, direction, and instruction in order to complete work as needed utilizing standard managerial practices, Departmental policies and procedures, State laws, rules, regulations, etc. as needed.
4.	Apply Federal and State laws, rules, regulations, Departmental policies and procedures accurately to employees, youthful offenders, community and other concerned groups and the Department's mission in order to comply with court mandates and to protect the constitutional rights of youthful offenders utilizing the Office of Legal Affairs, Departmental policies, procedures, laws, rules, regulations, professional knowledge, effective communication skills, staffing, budget, facilities, etc. as needed.
5.	Apply Federal and State laws, rules, regulations, Departmental policies and procedures accurately to employees, youthful offenders, community and other concerned groups and the Department's mission in order to establish program goals, provide information, complete assigned tasks, etc., utilizing the Office of Legal Affairs, Departmental policies, procedures, laws, rules, regulations, professional knowledge, effective communication skills, staffing, budget, facilities, etc. as needed.
6.	Provide information and recommendations to management related to program and administrative issues in order to obtain management guidance/direction and ensure program compliance with Departmental policies and procedures, and State and Federal laws, rules, regulations, etc. utilizing Departmental policies and procedures, laws, rules, regulations, etc. as needed and/or upon request.
7.	Provide technical assistance (e.g., development of policies, expertise, etc.) to managers, employees, control agencies, and others on varied matters in order to resolve issues, provide information/data, guidance and compliance with various State and Federal laws, rules, regulations, provide options and/or recommendations, etc. utilizing Departmental policies and procedures, laws, rules, regulations, professional expertise/contacts, effective communication skills, etc. as needed and/or upon request.

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8.	Assess workload and program areas/needs in order to streamline processes, identify and/or determine resource modifications and recommend appropriate actions, etc. utilizing Departmental policies and procedures, State and Federal laws, rules, regulations, budgets, professional knowledge, etc. on an on-going basis.
9.	Direct the preparation/administration of assigned contracts required for maintaining the operations of the program in order to obtain the appropriate goods and services utilizing Departmental policies and procedures, State laws, rules, regulations, etc. as needed.
10.	Conduct meetings and/or participate as a member of various committees/teams/task forces in order to plan, develop and implement projects, utilizing effective interpersonal skills, effective communication skills, tact, diplomacy, professionalism, expertise, negotiation, etc. as needed and/or directed by management and as part of the management team
11.	Conduct meetings and/or participate as a member of various committees/teams/task forces in order to develop Departmental procedures, provide two-way communication, make recommendations, etc. utilizing effective interpersonal skills, effective communication skills, tact, diplomacy, professionalism, expertise, negotiation, etc. as needed and/or directed by management and as part of the management team
12.	Develop/Prepare/Review various written documents (e.g., correspondence, memoranda, reports, etc.) for the Department in order to effectively communicate with others, request positions, submit data to management, etc. utilizing effective communication skills, databases, etc. as needed and/or directed by management.
13.	Represent the Department in formal or informal settings regarding legal proceedings, legislative hearings, etc. in order to obtain and report information and/or represent the interest of the Department, to comply with court orders, etc. utilizing effective communication and interpersonal skills, professionalism, expertise, etc. as needed and/or upon request by management.
14.	Evaluate employee's performance in order to provide feedback and ensure performance objectives/standards are met by reviewing and monitoring of work assignments and behaviors utilizing Individual Development Plans and Report of Performance as required by State Personnel Board on an on-going basis.
15.	Facilitate the hiring process in order to fill identified vacant position(s) utilizing effective supervision skills, interpersonal communication skills, SPB and DPA laws, rules, and regulations, by conducting interviews, evaluating and selecting candidates as needed.
16.	Initiate/Participate in the Progressive Disciplinary Process in order to improve employees performance or address issues of substandard performance/ behavior, etc. by utilizing MOUs/Implemented Terms, SPB laws, rules, and regulations, Departmental policies and procedures, etc. as needed.

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17.	Monitor priorities and ensure Division's mission and scope are met in order to continually plan for the future by developing a program vision, mission, goals, and objectives, etc. utilizing Departmental policies and procedures, expertise, etc. on an on-going basis.
18.	Monitor priorities and ensure Division's mission and scope are met in order to organize staff workload by developing a program mission, goals, and objectives, etc. utilizing Departmental policies and procedures, expertise, etc. on an on-going basis.
19.	Act for the Deputy Director/Parole Administrator in his/her absence in order to maintain continuity of program operations, ensure safety and security of the staff and youthful parolees, etc. utilizing effective communication and interpersonal skills, professional knowledge and judgment, State and Federal laws, rules, regulations, Departmental policies and procedures, etc. under the direction of the Deputy Director/Parole Administrator.
20.	Train staff in order to improve their knowledge, skills, and abilities, career development, instruct staff on Departmental policies and procedures, new programs, on-going litigation, national trends, etc. utilizing challenging assignments, training, motivating techniques, professional knowledge and expertise, effective communication and interpersonal skills, etc. on an on-going basis.
21.	Resolve employee issues or other conflicts at the lowest possible level (e.g., EEO, ADA, etc.) and ensure there are no retaliation in order to comply with State and Federal laws, rules, and regulations utilizing Departmental policies and procedures, laws, rules and regulations as required.
22.	Ensure program goals are consistent with the Department's Strategic Plan in order to carry out Departmental policies and procedures utilizing Department policies and procedures, etc. on an on-going basis.
23.	Develop audit and accountability processes for various areas of the program in order to measure the effectiveness and quality of the organization by utilizing professional knowledge, manuals, State and Federal laws, rules, regulations, etc. on an on-going basis.
24.	Develop audit and accountability processes for various areas of the program in order to ensure accountability of the organization by utilizing professional knowledge, manuals, State and Federal laws, rules, regulations, etc. on an on-going basis.
25.	Interpret and administer provisions of collective bargaining agreements (MOU/Implemented Terms) in order to ensure compliance in the course of supervising represented employees utilizing collective bargaining unit contracts, Labor Relations/Employee Relations Officers, DPA, etc. as needed.

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26.	Participate in labor negotiations in order to provide information, technical expertise, etc. utilizing Departmental policies and procedures, State and Federal laws, rules, regulations, collective bargaining unit agreements, professional knowledge, effective communication skills, etc. at the request of the Office of Labor Relations.
27.	Act as a chairperson on the Classification Committee/Juvenile Justice Administrative Committee (JJAC) in order to classify and properly place youthful offenders in a program and for the periodic evaluation of the youthful offenders' progress, conduct annual reviews, etc. utilizing effective communication skills, State and Federal laws, rules, regulations, Departmental policies and procedures, knowledge of treatment programs and their criteria, etc. under the direction of management.
28.	Act as a liaison with other departments and entities (e.g., media, state hospitals, camps, etc.) in order to effectively communicate information, coordinate efforts and services, etc. utilizing effective communication and interpersonal skills, professional knowledge and judgment, etc. under the direction of management.
29.	Analyze and audit work schedules in order to maintain an effective budget, staff coverage and workload, make staffing recommendations, etc. utilizing professional knowledge, experience, and judgment, supervisory teams, effective communication and interpersonal skills, Departmental policies and procedures, Memorandum of Understanding (MOU)/Implemented Terms, etc. under the direction of management.
30.	Analyze and audit work schedules in order to ensure safety and security utilizing professional knowledge, experience, and judgment, supervisory teams, effective communication and interpersonal skills, Departmental policies and procedures, Memorandum of Understanding (MOU)/Implemented Terms, etc. under the direction of management.
31.	Develop and maintain program standards and monitor criteria in order to ensure compliance with court decisions, State and Federal laws, rules, and regulations, Departmental policies and procedures, etc. utilizing Departmental policies and procedures, laws, rules, regulations, etc. under the direction of management.
32.	Participate in the management of the program's budget in order to stay within budget authority utilizing Departmental policies and procedures, State laws, rules, and regulations, budgets, professional knowledge, by reviewing, approving, monitoring, tracking, and prioritizing expenditures accounting/fiscal reports, etc. on an on-going basis and in accordance with fiscal policy.
33.	Direct budgetary operations (e.g., preparation, revisions, control systems and maintenance of fiscal records, etc.) in order to ensure effective and efficient operations within budgetary limits, etc. utilizing records, reports, audits, State laws, rules, regulations, Departmental policies and procedures, etc. as directed by the Department's various manuals and State Administrative Manual (SAM) under the direction of management.

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34.	Direct budgetary operations (e.g., ward trust accounts, ward restitution accounts, ward canteen expenditures, etc.) in order to ensure effective and efficient operations within budgetary limits, etc. utilizing records, reports, audits, State laws, rules, regulations, Departmental policies and procedures, etc. as directed by the Department's various manuals and State Administrative Manual (SAM) under the direction of management.
35.	Direct budgetary operations (e.g., personnel and payroll records, institution procurement and contracting, and fleet administration and replacement, maintenance, rental, and revenue collection for staff housing, etc.) in order to ensure effective and efficient operations within budgetary limits, etc. utilizing records, reports, audits, State laws, rules, regulations, Departmental policies and procedures, etc. as directed by the Department's various manuals and State Administrative Manual (SAM) under the direction of management.
36.	Encourage staff in their career development in order to promote staff development, increase staff knowledge skills and experience, etc., utilizing on-the-job training, recommending special assignments, afford employees the opportunity to attend training, etc. as needed.
37.	Ensure youthful offender involvement in various programs (e.g., employment programs, treatment programs, community and volunteer services, victim and restitution services, etc.) in order to provide opportunities for rehabilitation and restorative justice for the youthful offender, etc. utilizing effective communication and interpersonal skills, professional knowledge, creativity, State and Federal laws, rules, regulations, Departmental policies and procedures, etc. under the direction of management.
38.	Ensure youthful offender involvement in various programs (e.g., camps, other work programs, and Free Venture Programs, etc.) in order to provide opportunities for rehabilitation and restorative justice for the youthful offender, etc. utilizing effective communication and interpersonal skills, professional knowledge, creativity, State and Federal laws, rules, regulations, Departmental policies and procedures, etc. under the direction of management.
39.	Establish and recommend operational procedures of the facility in order to provide treatment, training, custody, and discipline for the welfare of youthful offenders utilizing Evidence Based Practices in the development of a treatment program, etc. under the direction of management.
40.	Establish and recommend operational procedures of the community/residential programs in order to provide treatment, training, custody, and discipline for the welfare of youthful offenders utilizing Evidence Based Practices in the development of a treatment program, etc. under the direction of management.

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41.	Establish, encourage, promote, and maintain confident and cooperative working relationships among others in order to promote communication/ participation in the involvement of the treatment and training of youthful offenders, etc. utilizing effective communication and interpersonal skills, professional knowledge, meetings, etc. on an ongoing basis.
42.	Implement new programs for the classification, assignment, and custody of the youthful offenders in order to maintain safe and secure facilities/community residential programs utilizing State and Federal laws, rules, regulations, Departmental policies and procedures, Evidenced Based Programs, etc. under the direction of management.
43.	Implement new programs for the treatment, discipline, and programming activities of the youthful offenders in order to promote rehabilitative process utilizing State and Federal laws, rules, regulations, Departmental policies and procedures, Evidenced Based Programs, etc. under the direction of management.
44.	Interview and counsel youthful offenders on their various issues in order to respond to grievances, investigate complaints, ensure that each youthful offender's constitutional rights and privileges are maintained/protected, etc. utilizing effective communication and interpersonal skills, State and Federal laws, rules, regulations, Departmental policies and procedures, etc. as needed and/or upon request.
45.	Maintain healthy, safe, secure and sanitary living conditions in order to repair and maintain physical plant, coordination of day labor projects, toxic substance containment, asbestos management programs, equipment repair and replacement, etc. utilizing State and Federal laws, rules, regulations, Departmental policies and procedures, etc. as needed.
46.	Maintain healthy, safe, secure and sanitary living conditions in order to direct and/or monitor the supply and warehousing operations, food preparation and service, clothing issue and replacement, and laundry operations, etc. utilizing State and Federal laws, rules, regulations, Departmental policies and procedures, etc. as needed.
47.	Make decisions or recommendations on difficult treatment and custodial problems regarding youthful offenders in order to ensure proper placement and treatment, resolve the problems in the most efficient and effective manner, etc. utilizing effective communication and interpersonal skills, professional knowledge, experience and judgment, creativity, State and Federal laws, rules, regulations, Departmental policies and procedures, staff expertise, etc. under the direction of management.
48.	Oversee staff attendance by approving and monitoring sick leave usage, vacation requests, etc. in order to produce an effective workforce and maintain positive morale utilizing effective communication skills, basic supervision skills, State and Federal laws, rules, regulations, MOUs/Implemented Terms, Departmental policies and procedures, etc. on a daily basis.

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49.	Oversee the maintenance of accurate records in order to comply with State and Federal laws, rules, regulations, court decisions, retain historical data, etc. utilizing Departmental policies and procedures, computer databases, paper filing systems, laws, rules, regulations, etc. on a continuous basis.
50.	Plan, organize, and evaluate major segments of treatment and training programs (e.g., casework systems, Disciplinary Decision Making System [DDMS], orientation, classification, diagnosis, educational, recreational, religious activities, security, and training etc.) in a juvenile facility/residential programs in order to maintain integrity of the programs, ensures the protection of due process for youthful offenders, etc. utilizing random reviews of case reports, databases, etc. under the direction of management.
51.	Plan, organize, direct, and coordinate a major parole region/community-based residential center/juvenile facility or a specialized headquarters function (e.g., intake and court liaison, and population management, etc.) in order to maintain integrity of the programs and carry out the Departmental mandates, comply with court orders, etc. utilizing court orders, State and Federal laws, rules, regulations, Departmental policies and procedures, effective interpersonal and communication skills, etc. on an on-going basis.
52.	Recommend the establishment or amendment of policies for institutions, camps, residential programs, regular and specialized programs in order to ensure compliance with court orders, State and Federal law changes, Evidenced Based Practices, etc. utilizing court decisions, staff expertise, laws, rules, regulations, Departmental policies and procedures, etc. under the direction of management.
53.	Review decisions made by others (e.g., investigator, fact finder, disposition committee, etc.) in order to ensure the protection of due process for youthful offenders, etc. utilizing State and Federal laws, rules, regulations, Departmental policies and procedures, etc. under the direction of management.
54.	Maintain confidentiality in order to ensure employees and youthful offender's privacy and well-being, etc. utilizing ethics, Departmental policies and procedures, State and Federal laws, rules, and regulations, on a daily basis.