

Assistant Superintendent of the Juvenile Detention Facility

Class Code

\$51.86 – \$63.04 Hourly

\$107,868.80 – \$131,115.20 Annually

Definition

Under general direction of the Superintendent of the Juvenile Detention Facility and the Chief Probation Officer, the incumbent serves as a member of the department's management team, assisting in the planning, organizing, and administration of the Juvenile Detention Facility and the Alternative Sentencing Program and Transportation Unit.

Distinguishing Characteristics

This is a peace officer classification under California Penal Code section 830.5, with powers of arrest as defined by Penal Code section 835. Depending on assignment, incumbents may be issued and required to carry chemical agents and/or firearms.

The Assistant Superintendent of the Juvenile Detention Facility is a first level management class within the Probation Department, responsible for supervising staff assigned to Juvenile Detention Facility and the Alternative Sentencing Program and Transportation Unit. Incumbents participate in the development and implementation of policies and procedures, ensuring staff adhere to the department's mission, goals, values, as well as to the high ethical standards of the law enforcement field.

Incumbents in this class exercise both direct and indirect supervision over lower level supervisory, technical, operational, and clerical staff. This class is distinguished from lower supervisory classes used within the Probation Department in that the latter are responsible for the day-to-day supervision of staff whereas the former is responsible for a broader range of management responsibilities, including strategic planning, policy implementation, and division level administration.

Essential Functions

Duties may include, but are not limited to:

- Confers with staff regarding policies, planning, and management issues; evaluates staff performance; makes hiring and disciplinary recommendations.
- Coordinates and evaluates the day-to-day operations of the Juvenile Detention Facility and Alternative Sentencing Program.
- Assists in developing departmental policies, procedures, goals, and objectives.
- Supports budget preparation, monitors expenditures, and identifies opportunities for grant funding.
- Prepares reports and correspondence related to administration and operational matters, including gathering and participating in audits, public record requests, data collection, inspections, completing mandated state reporting, etc.

- Collaborates with partner agencies and contractors, overseeing contracts and Memorandums of Understanding (MOU's), including specific institutional contracts such as medical, behavioral health, education and vocational programs.
- Develops and implements program goals, objectives, policies, and operational procedures; ensures compliance with departmental standards and legal requirements.
- Attends professional meetings; stays abreast of relevant laws, regulations, and best practices. interprets and explains laws, regulations, policies and procedures to staff and others.
- Monitors daily operations of the Juvenile Detention Facility, training, alternative sentencing, and other detention programs to ensure adherence to state, federal and local health and safety standards.
- Reviews and researches correspondence and reports, recommends corrective action, and analyzes changes in laws and regulations impacting service delivery.
- Incumbent may act in the absence of the Superintendent.
- Performs other related duties as assigned.

Employment Standards

Education: Equivalent to graduation from an accredited college or university with major course work in public administration, criminal justice, corrections, criminology, sociology, psychology, any of the behavioral sciences or closely related field; AND

Experience: One (1) year of supervisory experience in a juvenile detention facility or in probation services at a level equivalent to that of a Supervising Detention Officer in Yolo County. Additional qualifying juvenile detention or probation experience may substitute for up to two years of education on a year-for-year basis.

Background Requirements: Incumbents in this classification are designated as peace officers in accordance with California Penal Code section 830.5 and must meet the standards outlined in California Government Code sections 1029-1031.5, including:

- Except under special circumstances shall not have been convicted of a felony in this state or any other state or federal jurisdiction, or of any offense in any state or in any federal jurisdiction which would have been a felony if committed in this state.
- Shall have good moral character, as determined by a thorough background investigation.
- Through examination by medical and psychiatric professionals, found to be free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer.
- Be legally authorized to work in the United States under federal law.

Special Requirement: Incumbents must have successfully completed:

A California Board of State and Community Corrections (BSCC) or P.O.S.T. approved PC 832 Arrest, Search, and Seizure 40 hour Course; **AND**

The Juvenile Corrections Officer Core Course approved by the BSCC which consists of a minimum of 160 hours of instruction prior to appointment; **AND**

The Supervisor Core Course approved by the BSCC which consists of a minimum of 80 hours of instruction within the first year of appointment, with 40 hours of certified annual update training completed each year thereafter.

The Certified Manager/Administrator Course by BSCC must be completed within the first year of employment, as well as 40 hours of the State's Standards and Training for Corrections certified training annually thereafter.

Additional training may include but is not limited to defensive tactics, First Aid/CPR, chemical agents, firearms, and physical agility.

Must be physically capable of arresting and controlling individuals as required.

These requirements shall continue for as long as the Probation Department participates in the State's Standards and Training for Corrections (STC) program.

License: Positions in this classification require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

Knowledge & Ability

Knowledge of:

- Laws, codes, polices, and regulations governing juvenile care and detention (Title 15 and Title 24, Minimum Standards for Juvenile Detention Facilities).
- Best practices for the care, safety, supervision of youth and overall operation of a detention facility.
- Adolescent psychology and evidence-based youth rehabilitation.
- Staff management, budget administration, and operations management.
- Discipline protocols, grievance procedures, and crisis intervention techniques.

Ability to:

- Communicate effectively orally and in writing.
- Apply, interpret, and explain laws, regulations and policies.
- Supervise and manage multiple programs.
- Plan, organize, and evaluate work effectively.
- Train, coach, and develop staff.
- Make timely and effective decisions, including emergency or stressful situations.
- Engage effectively with diverse populations.
- Collect, analyze, and report operational data.

- Establish and maintain productive working relationships with departmental staff, community members, and external partners.
- Develop and implement programs and operational procedures and monitor progress towards goals
- Evaluate administrative, management, and procedural practices to identify gaps and deliver strategic recommendations that enhance efficiency and effectiveness. Understand and manage fiscal and budgetary information.

- Operate standard office equipment.

Environmental & Functional Factors

Incumbents will perform work primarily inside a building with occasional outside work that may include exposure to the heat, cold, and dust; work in confined office areas; work closely with others, may be exposed to moderate noise levels; may be exposed to toxic chemicals in the Juvenile Detention Facility, which may include bleach and floor cleaners, grease, and oils. Incumbents are required to respond to stressful situations in a calm, professional manner.

Medical Class

This class involves frequent lifting of up to fifty pounds with occasional lifting of up to one hundred pounds or more, often combined with bending, twisting, or working on irregular surfaces. Heavy labor positions are included in this category. Incumbents need to be able to sit for extended periods of time walk, stand, bend, squat, kneel, and reach as needed to perform the essential functions on this job. Incumbents must be able to perform simple and power grasping, pushing, pulling, and fine manipulation. Corrected hearing and vision are necessary to communicate effectively with coworkers and members of the public. Additionally, positions require manual dexterity and eye-hand coordination to operate various office equipment and tools.