

EDITED KSAPC LISTING

CLASSIFICATION: **Lieutenant, Youth Authority**

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

KSAPC Statements	
Knowledge of:	
K1.	Basic knowledge of the mission of the Department to protect the public through the use of evidence based programs and crime prevention strategies in the treatment of youthful offenders.
K2.	Basic knowledge the organization of the Department to protect the public through the use of evidence based programs and crime prevention strategies in the treatment of youthful offenders.
K3.	Basic knowledge of the administrative practices of personnel management to effectively direct and manage an area of responsibility of the Department.
K4.	Comprehensive knowledge of the principles of effective verbal and written communication, accountability, discipline and group dynamics to accurately and effectively communicate job related information and conflict resolution, etc.
K5.	Comprehensive knowledge of the techniques of effective verbal and written communication, accountability, discipline and group dynamics to accurately and effectively communicate job related information and conflict resolution, etc.
K6.	Comprehensive knowledge of the Departmental training needs to provide opportunity for upward mobility to staff.
K7.	Comprehensive knowledge of motivational techniques to assist in training, evaluating training results and providing opportunity for upward mobility to staff.
K8.	Comprehensive knowledge of the principles of security, custody, and individual/group supervision of youthful offenders of the Department to provide public safety and comply with Federal and State laws.
K9.	Comprehensive knowledge of the techniques of security, custody, and individual/group supervision of youthful offenders of the Department to provide public safety and comply with Federal and State laws.
K10.	Comprehensive knowledge of the methods of discipline, and the attitudes, behaviors, and problems of youthful offenders to manage and maintain the orderly operation of the facility/camp/worksites and the safety of staff, youthful offenders and the public.
K11.	Comprehensive knowledge of the facility/camp/worksites sanitation, inspections and health and safety standards to maintain the health and safety of staff, youthful offenders and the public.
K12.	Advanced knowledge of the Ward Rights System (e.g., Institutions & Camp Manual, Ward Grievance, Disciplinary Decision Making System, etc.), in order to review, resolve, respond and track/monitor appeals within the specified time constraints.
K13.	Basic knowledge of the functions of Federal, State, local law enforcement agencies, courts, and local medical facilities, etc., to develop, facilitate, maintain and promote a good working relationship.

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Knowledge of:	
K14.	Advanced knowledge of Departmental and Institutional policies/procedures in treatment and custody related issues to ensure the safe and consistent facilitation of the youth programming and security operations.
K15.	Comprehensive knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) Program and the processes available to meet the Department's EEO objectives, as it relates to the supervision and management of departmental personnel.
K16.	Comprehensive knowledge of the administration of collective bargaining agreements, labor organizations and grievance handling, to manage and maintain the orderly operation of the facility/camp/worksites and the safety of staff.
K17.	Basic knowledge of the principles and practices of organizational administration (e.g., program planning, monitoring, evaluating, etc.), to manage the daily operation within a facility/camp.
K18.	Comprehensive knowledge of report writing to provide clear and concise information to staff, youthful offenders, the public, outside agencies, etc.
K19.	Basic knowledge of interviewing techniques and procedures to obtain information from staff, youthful offenders, the public, outside agencies, etc.
K20.	Comprehensive knowledge of computer use (e.g., software programs, departmental databases, etc.), to maintain accurate records, communicate and effectively manage the daily operation within a facility/camp/worksites.

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KSAPC Statements	
Ability to:	
A1.	Demonstrate the methods and techniques of security, custody and supervision (e.g., direction and training to staff, fair and appropriate performance evaluations, employee relations, conflict resolution, etc.), to ensure a productive workforce, and a safe/secure facility/camp/worksite.
A2.	Elicit the cooperation, interest and respect of employees and youthful offenders, to communicate, and provide information and direction.
A3.	Maintain custody and control of youthful offenders to provide a safe environment for staff, youthful offenders, and the public.
A4.	Apply fair and firm discipline to ensure the Department's mission, to manage the daily operation within a facility/camp/worksite and provide for the safety of staff, youthful offenders, and the public.
A5.	Prepare and review reports (e.g., operational plans, training, Use of Force, etc.), retain records to save critical data/information for litigation, historical data/past practice, managerial resources, etc.
A6.	Analyze situations (e.g., escapes, medical/mental health response, disturbance level, etc.), accurately and implement an effective course of action to prevent operational disruptions.
A7.	Ability to think and act in emergencies that need a quick effective course of action (e.g., escapes, medical/mental health response, disturbance level, etc.), to prevent operational disruptions and resolve complex issues.
A8.	Supervise, plan, organize, and direct the work of others to manage the daily operation within a facility/camp/worksite.
A9.	Train, evaluate and apply appropriate discipline to staff to develop a knowledgeable workforce.
A10.	Contribute to the Department's Equal Employment Opportunity objectives to ensure a harassment free workplace to create and maintain a fair and equitable work environment.
A11.	Maintain positive working relationships by promoting collaborative participation, enhancing morale and productivity with others.
A12.	Communicate effectively to provide direction, information, and training to staff.
A13.	Represent the Department's position on collective bargaining agreements and the Memorandum of Understanding (MOU) and local agreements to manage the daily operation within a facility/camp/worksite.
A14.	Interpret and apply the Department's position on collective bargaining agreements and the Memorandum of Understanding (MOU) and local agreements to manage the daily operation within a facility/camp/worksite.
A15.	Monitor and enforce comprehensive health/safety and security/custody programs for a facility/camp/worksite to ensure a healthy and safe environment for staff and youthful offenders.

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

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Ability to:	
A16.	Perform liaison and community relations duties to meet the Department's mission.
A17.	Conduct interviews and inquiries to enforce institutional rules and regulations with impartiality, ensuring consistency and compliance of disciplinary measures, in the allotted timeframes.
A18.	Utilize departmental equipment in a safe and proficient manner to comply with departmental qualifications.
A19.	Use computerized equipment to create documents, query, input, retrieve and update database information.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Emotional maturity and stability.
PC2.	Leadership qualities.
PC3.	Empathetic and objective understanding of the problems of youthful offenders.
PC4.	Honesty in the performance of your duties.
PC5.	Integrity in the performance of your duties.
PC6.	Tact in the performance of your duties.
PC7.	Patience in the performance of your duties.
PC8.	High moral standards in the performance of your duties.
PC9.	Neat, personal appearance in accordance with the department's grooming standards.
PC10.	Keeness of observation to identify potential incidents in day-to-day operations.
PC11.	Willingness to work impartially with and accept the various racial, ethnic, age and cultural differences of staff and the youthful offenders.
PC12.	Maintain a record as a law-abiding citizen.
PC13.	Punctuality and willingness to work various shifts, including weekends and holidays, and to report for duty at any time emergencies arise.
PC14.	Have and maintain sufficient physical, mental, and emotional stability to perform during stressful situations while on the job, without compromising their health and well-being or that of their fellow employees or youthful offenders.
PC15.	Have and maintain strength, endurance, and agility to perform while on the job, without compromising their health and well-being or that of their fellow employees or youthful offenders.
PC16.	Normal vision and/or hearing with corrective aides to ensure personal safety and to respond to emergency situations, etc.
PC17.	Willingness to travel as directed to meet departmental needs.
PC18.	Maintain a valid California Driver's License.