

EDITED KSA LISTING

CLASS: Major, Youth Authority

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Advanced knowledge of the purpose and organization of the Division of Juvenile Justice (DJJ) in order to effectively manage the daily operations within a correctional setting.
K2.	Advanced knowledge of the principles and techniques of security, custody, and individual and group supervision of youthful offenders in order to effectively manage the daily operations within a correctional setting.
K3.	Intermediate knowledge of the departmental health and safety program in order to provide a safe and healthy environment.
K4.	Advanced knowledge of the characteristics of the youthful offender population of the DJJ to provide safe facilitation of the education, treatment and supervision functions in a correctional setting.
K5.	Advanced knowledge of the provisions and procedures of the Disciplinary Decision-Making System and ward grievance system and of the youthful offender grievance system to ensure due process and procedural safe guards delivered.
K6.	Intermediate knowledge of the court decisions affecting the rights of youthful offenders in the department to ensure compliance.
K7.	Advanced knowledge of the principles and techniques of personnel management and employee supervision to ensure recognition for productive work performance and job behavior and accountability for substandard work performance and job behavior.
K8.	Advanced knowledge of a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment by encouraging all eligible candidates take promotional examinations, consistency enforce sexual harassment prevention, etc.
K9.	Advanced knowledge of the administration of collective bargaining agreements and grievance handling to ensure employee rights are provided for and that agreed upon time constraints are upheld.
K10.	Advanced knowledge of the principles and practices of the Department's labor-management relations policies to provide for consistent interpretation, application and enforcement of MOUs for represented employees.
K11.	Intermediate knowledge of the principles and practices of organization administration including program planning, monitoring, evaluating, and budgeting to effectively manage the daily operations within a correctional setting.
K12.	Intermediate knowledge of the basic investigative and interviewing techniques and procedures, report writing, and preparation of concise and complete work to determine objective facts related to reported allegations of misconduct.

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K13.	Advanced knowledge of the procedures pertaining to the transportation of youthful offenders in order to ensure protection of the public, staff and the youthful offender(s) that are assigned to our custody and care.
K14.	Advanced knowledge of the training and motivational techniques for subordinate staff by attending leadership training courses to apply acquired knowledge for the benefit and development of subordinate personnel and the overall facility operation
K15.	Advanced knowledge of the departmental and institutional policies to provide guidance and training to chain of command, peer and subordinate staff.

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#	Knowledge, Skill, Ability
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	Skill to:
S1.	Skill to apply the principles and techniques of security, custody, and individual and group supervision of youthful offenders in order to accomplish the department/facilities' vision, values, mission and goals, etc.
S2.	Skill to elicit cooperation, interest, and respect of employees and youthful offenders in order to accomplish the department/facilities' vision, values, mission and goals, etc.
S3.	Skill to meet with the public and inform them about the programs of the facility in order to accomplish the department/facilities' vision, values, mission and goals, etc.
S4.	Skill to prepare reports in order to retain critical data/information for litigation, historical data/past practice, managerial resources, etc.
S5.	Skill to review reports in order to retain critical data/information for litigation, historical data/past practice, managerial resources, etc.
S6.	Skill to maintain custody and control of youthful offenders in order to gain compliance and promote a productive work environment, etc.
S7.	Skill to apply fair and firm discipline in order to ensure productive work force, and create and maintain a safe, harmonious and stress-free work environment, etc.
S8.	Skill to analyze situations accurately and take effective action by logical reason, creativity and use of a variety of techniques and resources to complete work assignments and resolve complex operational and managerial problems and provide appropriate recommendations to administrators in accordance the Department's vision, values, missions, and goals, etc.
S9.	Skill to think and act quickly in emergencies in order to adopt an effective course of action (e.g., limited programs, escapes, seek medical/mental health response, overtime avoidance, ward disturbance level, etc.), to prevent operational disruptions, resolve complex issues and to compete assignments in the allotted timeframes, etc.
S10.	Skill to supervise, plan, organize, and direct the work of others in order to promote and maintain the organizational vision, values, mission, goals and objectives (e.g., develop an efficient and productive work force, etc.), maintain safety of others and the security of the institution, etc.
S11.	Skill to train, evaluate, and discipline subordinate staff in order to create acknowledgeable work force, to enable staff to produce quality work and to enhance and/or provide upward mobility opportunities, etc.

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S12.	Skill to effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment in order to ensure a harassment free work place environment and create and maintain a fair and equitable work environment.
S13.	Skill to establish and maintain effective working relationships promote and maintain confident and cooperative relationships with others (e.g., departmental employees, contract employees, volunteers, the public, and other State agencies, etc.), to meet the department's vision, values, mission, goals and objective, to promote collaborative participation, enhance morale and productivity, etc.
S14.	Skill to communicate effectively at a level for successful job performance in order to provide information and direction/orders, train staff, establish socially acceptable attitudes and behaviors in order to gain cooperation and promote a productive work environment, etc.
S15.	Skill to represent the Department's position on collective bargaining agreements in order to ensure agreements are consistent with the Department's vision, values, missions, and goals, etc.
S16.	Skill to interpret and apply collective bargaining agreements and effectively respond to employee grievances to provide for consistent interpretation, application and enforcement of MOUs for represented employees.
S17.	Skill to effectively manage a comprehensive safety, health, security, and custody program for a facility to maximize operational efficiency and provide direction and support for various programs within a correctional setting.
S18.	Skill to perform liaison and community relations duties to provide information to promote and maintain confident and cooperative relationships with others (e.g., Citizen Advisory Committee, local law enforcement agencies, medical providers, non-profit organizations, volunteers, the public, and other State agencies, etc.), to meet the department's vision, values, mission, goals and objective, to promote collaborative participation, enhance morale and productivity, etc.
S19.	Skill to effectively conduct interviews and investigations to determine/establish objective facts related to allegations, misconduct, complaints, etc. utilizing past training, I&C Manual and established formats as directed by the Office of the Superintendent.

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	Special Personal Characteristics:
SPC1.	Leadership qualities by demonstrating emotional maturity and stability, ethical/moral behavior, law abiding, self confidence, command presence, dedication to duty, professional role model, etc. in order to accomplish day-to-day operational efficiency and promote the Department's vision, values, missions, and goals.
SPC2.	Demonstrated leadership and administrative abilities in order to make sound and timely decisions regarding facility operational issues on an on-going basis.
SPC3.	Empathetic and objective understanding of the problems of youthful offenders in custody to ensure delivery of treatment, education and supervision of youthful offenders by Department personnel in a professional manner.
SPC4.	Honesty in conduct and performance to effectively carry out the day-to-day operational efficiency and personnel relations to promote the Department's vision, values, missions, and goals.
SPC5.	Integrity in conduct and performance to effectively carry out the day-to-day operational efficiency and personnel relations to promote the Department's vision, values, missions, and goals.
SPC6.	The tact to communicate effectively at a level for successful job performance in order to provide information and direction/orders, train staff, establish socially acceptable attitudes and behaviors in order to gain cooperation and promote a productive work environment, etc.
SPC7.	Patience in conduct and performance to effectively carry out the day-to-day operational efficiency and personnel relations to promote the Department's vision, values, missions, and goals.
SPC8.	High moral standards in conduct and performance to effectively carry out the day-to-day operational efficiency and promote the Department's vision, values, missions, and goals.
SPC9.	Neat appearance appropriate to the work environment to project a positive image of the department and not jeopardize the health and safety of staff and wards; shall also adhere to departmental uniform policy.
SPC10.	Keenness of observation in hearing and vision with or without corrective aids to ensure personal safety in order to respond to emergency situations.
SPC11.	A continuing satisfactory record as a law-abiding citizen with the expectation to conduct their self both at work and on their own time in a manner which does not discredit the Department.

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	Special Personal Characteristics:
SPC12.	Willingness to work various shifts, including weekends and holidays, and to report for duty at any time emergencies arise or as needed.
SPC13.	Willingness to work impartially with and accept the various racial, ethnic, and cultural differences of staff and youthful offenders in custody
SPC14.	Willingness to work with youthful offenders in custody regardless of commitment offense.
SPC15.	Sound physical, mental, and emotional condition to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or wards.
SPC16.	Have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or wards.
SPC17.	Visual acuity and hearing sufficient to meet the demands of the job with or without corrective aids to ensure personal safety in order to respond to emergency situations.
SPC18.	Travel throughout the state and in isolated areas for short periods (e.g., two to three days at a time) and/or extended periods of time (e.g., five or more days at a time).
SPC19.	A satisfactory driving record for purposes of operating a motor vehicle during the course of State business while adhering to driving laws, rules, regulations, etc. as required.

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