

EDITEDKSAPC LISTING

CLASSIFICATION: Youth Authority Administrator, Rehabilitation Services

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of governmental functions and organization at the State and local level as they affect the Department in order to manage daily operations and maintain/foster good working relationships.
K2.	Comprehensive knowledge of principles and practices in the administration and governing of juvenile facilities for the treatment and training of youthful offenders in order to ensure compliance with Title 15, State and Federal laws, rules, regulations, and Departmental policies/procedures.
K3.	Basic knowledge of the principles, practices and trends of public and business administration including management of supportive staff services (e.g., budgets, personnel, management analysis, planning, program evaluation, etc.) in order to conduct the day-to-day activities.
K4.	Comprehensive knowledge of the supervisor's role in the personnel programs (e.g., Family Medical Leave Act [FMLA], Equal Employment Opportunity [EEO], and Americans with Disabilities Act [ADA], etc.) and the processes available in order to meet the Department's objectives as it relates to the management of staff.
K5.	Basic knowledge of principles, practices, and problems involved in managing the business management and administrative support functions of a juvenile correctional facility in order to maintain a safe and secure facility within budgetary constraints.
K6.	Advanced knowledge of a manager's responsibility for promoting equal opportunity in hiring and employee development/promotion in order to maintain a work environment that is safe and free of discrimination and harassment.
K7.	Comprehensive knowledge of the principles of collective bargaining agreements and staff grievance in order to prepare written/verbal communication and resolve conflicts.
K8.	Comprehensive knowledge of principles and techniques of labor/management relations in order to ensure compliance with State laws, rules, regulations and contractual agreements.
K9.	Advanced knowledge of program management in order to be able to effectively run a program on a day-to-day basis and plan for the future.
K10.	Advanced knowledge of organization and functions of the Division of Juvenile Justice and the Juvenile Parole Board in order to ensure the constitutional rights of youthful offenders and meet the rehabilitative goals and mission of the Department.
K11.	Comprehensive knowledge of the causes of delinquency in order to provide treatment, training, and after care programs for youthful offenders.
K12.	Advanced knowledge of principles and methods used in the custody, supervision, discipline, and security of youthful offenders in order to ensure the constitutional rights of youthful offenders while maintaining a safe and secure facility.

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Knowledge of:	
K13.	Advanced knowledge of practices and techniques of recreation, academic, vocational instruction and treatment programs as they relate to the training of youthful offenders in order to ensure a multi-disciplinary approach to their rehabilitation.
K14.	Advanced knowledge of the supervision principles and techniques in order to maintain a positive, cohesive and productive work force.
K15.	Advanced knowledge of the Department's purpose, mission and goals in order to ensure that the progress and completion of work assignments/tasks conform to the overall objectives of the unit/division.
K16.	Comprehensive knowledge of the Public Safety Officers Procedural Bill of Rights Act in order to assist in the process of investigatory interviews, inquiries and/or State Personnel Board Appeals.
K17.	Advanced knowledge of the Departmental policies and institutional procedures, relative to the Ward Rights Program in order to ensure the rights of the youthful offenders and to comply with State and Federal laws, rules, regulations, Departmental policies/procedures and court orders.
K18.	Basic knowledge of the formal and informal aspects of the legislative process (e.g., bill analysis, legislative proposal/reports, budget processes, etc.) in order to analyze a bill and its impact on the department relating to youthful offenders.

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Ability to:	
A1.	Supervise subordinate staff performance to provide guidance and discipline when necessary.
A2.	Plan, organize, and direct the work of others in order to ensure quality assurance, effective use of time and resources and maximize productivity.
A3.	Implement the Department's personnel objectives (e.g., Americans with Disabilities Act [ADA], Equal Employment Opportunity [EEO], Family and Medical Leave Act [FMLA], etc.) in order to create and maintain a fair and equitable work environment.
A4.	Interpret and apply State and Federal laws, rules, regulations, Departmental policies/procedures, court orders and bargaining unit agreements in order to ensure compliance.
A5.	Represent the Department's position on collective bargaining agreements in order to comply with laws, rules and regulations.
A6.	Develop and formulate treatment programs (e.g., treatment, training, custody, discipline, and welfare, etc.) for youthful offenders by applying Evidenced Based Practices, current principles, techniques and trends in order to support and maintain the rehabilitative process.
A7.	Gain the confidence and elicit the respect of internal/external stakeholders in order to maintain credibility and a positive and safe work environment and establish/maintain cooperative working relations with others.
A8.	Establish and maintain confident and cooperative relationships with others in order to meet the Department's goals and objectives.
A9.	Apply creativity in the development of programs to effectively address situations and/or tasks within the Departmental policies and procedures.
A10.	Plan, organize and integrate the business management and administrative support functions within a State juvenile correctional facility in order to maintain a safe and secure facility within budgetary constraints.
A11.	Assess and analyze emergency situations to take appropriate action and minimize risk to others.
A12.	Develop and evaluate alternatives in order to recommend the most effective course of action.
A13.	Analyze data in order to draw logical conclusions, determine/implement effective and appropriate courses of action.
A14.	Present ideas and information and/or consult stakeholders in order to engage others through effective communication.
A15.	Establish and maintain priorities in order to ensure effective use of time and resources and maximize productivity.
A16.	Manage the work activities of a complex program to meet operational goals of the unit/division.

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

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Ability to:	
A17.	Reason logically and demonstrate sound judgment using a variety of analytical, supervisorial, and managerial techniques in order to resolve complex problems.
A18.	Coordinate the custody and treatment programs in order to develop a therapeutic milieu conducive to rehabilitation.
A19.	Review and evaluate Legislative documents (e.g., bill analyses, Legislative Proposals, Legislative Reports, etc.) in order to assess the impact to the Department.
A20.	Utilize interdisciplinary teams in order to accomplish the Department's mission and goals.
A21.	Develop and evaluate alternative products, procedures and policies in order to ensure effective operations of the Division.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Demonstrate administrative ability to oversee the daily operations.
PC2.	Demonstrate empathy, concern and understanding of the problems of youthful offenders in custody in order to carry out the mission and vision of the Department and create a treatment oriented environment.
PC3.	Emotional maturity and stability in order to provide a positive example to staff and youthful offenders, effectively problem solve and communicate with others.
PC4.	High moral standards in order to increase credibility.
PC5.	Continuing satisfactory record as a law-abiding citizen in order to improve public perception and increase credibility.
PC6.	Demonstrate leadership ability in order to provide a positive example to staff and youthful offenders, effectively problem solve and communicate with others and carry out the mission/vision of the Department.
PC7.	Demonstrate tact in order to effectively communicate with others.
PC8.	Demonstrate patience in order to effectively engage with others and resolve problems to improve productivity.
PC9.	Demonstrate reliability in order to effectively operate the juvenile facilities and carry out the mission/vision of the Department.
PC10.	Demonstrate respect for the dignity of individuals in order to create a positive work environment that values the rights of others.
PC11.	Acceptance of the diverse racial, ethnic and cultural groups represented by the youthful offenders in custody in order to create a treatment oriented environment that recognizes the values of diversity of others.
PC12.	Demonstrate good work ethics in order to create a positive work environment.
PC13.	Be flexible in order to accept changes in the Department's mission, work assignments and/or environment.