

EDITED TASK LISTING

CLASSIFICATION: Youth Authority Administrator, Rehabilitation Services

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

Task Statements	
1.	Manage staff responsible for surveys, projects and reports in order to provide information/recommendations by using Departmental policies/procedures, legislative reports, State/Federal laws, court decisions, rules and regulations on an on-going basis.
2.	Delegate work assignments to staff with appropriate direction in order to complete work using standard managerial practices, Departmental policies/procedures, State laws, rules and regulations as needed.
3.	Apply Federal/State laws, rules and regulations, Departmental policies/procedures in order to maintain compliance and establish program goals to protect the constitutional rights of youthful offenders using the Office of Legal Affairs, Departmental policies/procedures, laws, rules and regulations, staffing and budget as needed.
4.	Provide recommendations to management related to program and administrative issues in order to ensure program compliance using Departmental policies/procedures, laws, rules and regulations as needed.
5.	Provide technical assistance and recommendations (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 using various State and Federal laws, rules, regulations as needed.
6.	Assess workload and program areas/needs in order to streamline processes, identify and/or determine resource modifications and recommend appropriate actions using Departmental policies/procedures, State and Federal laws, rules and regulations and budgets on an on-going basis.
7.	Direct the preparation/administration of assigned contracts required for maintaining the operations of the program in order to obtain the appropriate goods and services using Departmental policies/procedures, State laws, rules and regulations as needed.
8.	Conduct meetings and/or participate as a member of various committees in order to plan, make recommendations, develop and implement projects using effective interpersonal/communication skills, professionalism, expertise and negotiation as needed or directed by management.
9.	Prepare and Review various written documents/reports for the Department in order to effectively communicate with others using effective written communication skills and databases as directed by management.
10.	Represent the Department in formal/informal settings regarding legal proceedings and legislative hearings in order to obtain and report information and/or represent the interest of the Department and comply with court orders using effective interpersonal/communication skills, professionalism and expertise as needed.
11.	Evaluate employee's performance in order to provide feedback and ensure performance objectives/standards are met by reviewing/monitoring work assignments and behaviors using Individual Development Plans and Report of Performance as required by the State Personnel Board (SPB) and the California Department of Human Resources (CalHR) on an on-going basis.

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

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12.	Facilitate the hiring process in order to fill identified vacant position(s) using effective supervision skills, interpersonal/communication skills, SPB and Department of Personnel Administration (DPA) laws, rules and regulations by conducting interviews, evaluating and selecting candidates as needed.
13.	Initiate and participate in the Progressive Discipline Process in order to improve employee performance and/or address issues of substandard performance/behavior by using contractual agreements, SPB laws, rules and regulations, Departmental policies/procedures as needed.
14.	Monitor priorities to ensure the Division's mission is met in order to continually plan for the future by using Departmental policies/procedures and expertise on an on-going basis.
15.	Organize staff workload to ensure the Division's mission is met by using Departmental policies/procedures, contractual agreements and expertise on an on-going basis.
16.	Act for the Superintendent in his/her absence in order to maintain the safety/security of the facility and continuity of operations, using effective communication skills, State/Federal laws and Departmental policies/procedures as needed.
17.	Train and encourage staff in order to improve their knowledge, skills, and abilities for career development using Departmental policies/procedures, national trends, new programs, litigation, special assignments and effective motivational techniques on an on-going basis.
18.	Resolve employee issues/conflicts at the lowest level (e.g., Equal Employment Opportunity, Americans with Disabilities Act, etc.) and ensure there is no retaliation by using Departmental policies/procedures, Federal and State laws, rules and regulations as required.
19.	Ensure program goals are consistent with the Department's Strategic Plan using Departmental policies/procedures on an on-going basis.
20.	Develop audit and accountability processes for various areas of the program in order to measure effectiveness and quality assurance by using professional knowledge, manuals, Federal and State laws, rules and regulations on an on-going basis.
21.	Interpret and administer provisions of collective bargaining agreements in order to ensure compliance in the course of supervising represented employees using contractual agreements, Labor Relations/Employee Relations Officers and DPA as needed.
22.	Participate in labor negotiations in order to provide information and technical expertise using Departmental policies/procedures, State and Federal laws, rules and regulations, collective bargaining unit agreements and effective communication skills at the request of the Office of Labor Relations.
23.	Act as a liaison with other departments and entities (e.g., media, courts, state hospitals, camps, etc.) in order to effectively communicate information, coordinate efforts and services using Departmental policies/procedures, State and Federal laws, rules and regulations and professional knowledge under the direction of Headquarters.

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24.	Analyze and audit post assignment schedules in order to ensure safety and security using Departmental policies/procedures, business rules, contractual agreements and professional knowledge under the direction of the Superintendent.
25.	Develop and maintain program standards to ensure compliance using State and Federal laws, court decisions, rules and regulations and Departmental policies/procedures on an on-going basis.
26.	Oversee the program's budget using Departmental policies/procedures, State Administrative Manual (SAM), State laws, rules and regulations, budgets, fiscal reports and business rules by reviewing, approving, monitoring, tracking and prioritizing expenditures on an on-going basis.
27.	Direct budgetary operations (e.g., ward trust and restitution, canteen expenditures, payroll, procurement, contracting, fleet administration, maintenance, collections, etc.) in order to ensure efficient operations within budget using reports, State laws, rules, regulations and Departmental policies on an on-going basis.
28.	Ensure youthful offender involvement in various programs (e.g., treatment, education, employment, camp, etc.) in order to provide opportunities for rehabilitation and restorative justice using effective communication skills, State and Federal laws, rules and regulations and Departmental policies/procedures on an on-going basis.
29.	Establish and recommend operational procedures of the facility in order to provide treatment, training, custody and discipline for the welfare of youthful offenders using Evidence Based Practices in the development of a treatment program on an on-going basis.
30.	Establish and maintain cooperative working relationships between staff and youthful offenders to provide a cohesive working environment using effective communication/interpersonal skills on an ongoing basis.
31.	Implement new programs for assignment/custody, treatment, and behavior management of the youthful offenders in order to promote rehabilitation using State and Federal laws, rules and regulations, Departmental policies/procedures and Evidenced Based Programs as needed.
32.	Interview and counsel youthful offenders on various issues in order to respond to grievances, investigate complaints and ensure their constitutional rights are protected using effective interpersonal/communication skills, State and Federal laws, rules and regulations and Departmental policies/procedures as needed.
33.	Maintain safe, secure and sanitary living conditions in order to repair and maintain physical plant by using State and Federal laws, rules and regulations, Departmental policies/procedures and Cal OSHA requirements as needed.
34.	Monitor the supply and warehousing operations, food preparation/deliveries, clothing and laundry operations to maintain healthy and sanitary living conditions using State and Federal laws, rules and regulations and Departmental policies/procedures as needed.

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35.	Make decisions or recommendations for resolving difficult treatment and custodial problems regarding youthful offenders in the most effective manner using interpersonal/communication skills, professional knowledge/expertise, State and Federal laws, rules and regulations and Departmental policies/procedures as needed.
36.	Oversee staff attendance (e.g., sick leave, vacation, Family Medical Leave Act, etc.) to maintain an effective workforce within budgetary constraints using communication/basic supervision skills, State and Federal laws, rules and, regulations, contractual agreements and Departmental policies/procedures on a daily basis.
37.	Oversee the maintenance/retention of records and data using Departmental policies/procedures, computer databases and paper filing systems to comply with State and Federal laws, rules and regulations and court decisions on a continuous basis.
38.	Plan and evaluate treatment programs (e.g., casework, behavior management, educational, recreational, security, etc.) in a juvenile facility in order to maintain integrity of the programs and ensure the protection of due process for youthful offenders using policies and procedures as needed.
39.	Monitor the safety/security functions of the facility in order to ensure the safety of staff, youthful offenders and the community using Departmental policies, safety and security protocols within the Institutions and Camps Manual, State and Federal laws, rules and regulations on an on-going basis.
40.	Oversee specialized headquarter functions (e.g., intake and court services, population management, litigation, budget, etc.) in order to maintain integrity of programs and carry out Departmental and court mandates using State and Federal laws, rules and regulations, Departmental policies and court orders on an on-going basis.
41.	Recommend the establishment or amendment of policies to ensure compliance with court orders, State and Federal law changes and Evidenced Based Practices using court decisions, staff expertise, laws, rules and regulations and Departmental policies/procedures as needed.
42.	Review decisions made by others (e.g., investigator, fact finder, disposition committee, court liaison, etc.) in order to ensure the protection of due process for youthful offenders using State and Federal laws, rules and regulations and Departmental policies/procedures on an on-going basis.
43.	Maintain confidentiality in order to ensure employees and youthful offender's privacy and well-being using Departmental mission, policies and procedures, State and Federal laws, and rules and regulations on a daily basis.
44.	Maintain fidelity of treatment programs for youthful offenders in order to ensure the Department's mission is met using established quality assurance measures on an on-going basis.