

EDITED KSAPC LISTING

CLASSIFICATION: Program Administrator, Correctional School (Supervisory)

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

KSAPC Statements	
Knowledge of:	
K1.	Advanced knowledge of the youthful offender stages of change (e.g., behavior, techniques, methods, trends, etc.) to meet the needs of the Department.
K2.	Comprehensive knowledge of the psycho-social dynamics of youthful offenders and their families in order to appropriately rehabilitate (e.g., proper placement, develop programs, treatment planning, etc.) youthful offenders.
K3.	Advanced knowledge of the practices used in the administration of youth correctional facilities to ensure compliance with laws, rules, regulations and departmental policies/procedures.
K4.	Advanced knowledge of the laws, rules and regulations governing youth correctional facilities in order to ensure compliance.
K5.	Advanced knowledge of the methods used in the custody, supervision, discipline and security of youthful offenders to maintain safety/security.
K6.	Basic knowledge of the practices of recreational, academic and vocational instruction as they relate to the skill development of youthful offenders to ensure effective rehabilitation.
K7.	Comprehensive knowledge of the principles of personnel management, organization and administration to ensure compliance with laws, rules, regulations, Memorandums of Understanding (MOUs) and departmental policies/procedures.
K8.	Basic knowledge of the administration of collective bargaining agreements and grievance handling to comply with laws, rules, regulations, MOUs and departmental policies/procedures.
K9.	Basic knowledge of the Public Safety Officers Procedural Bill of Rights Act to assist in investigatory interviews, inquiries and/or State Personnel Board appeals.
K10.	Advanced knowledge of a manager/supervisor's responsibility for promoting Equal Employment Opportunity (EEO) program objectives to maintain a work environment that is free of discrimination and harassment.
K11.	Advanced knowledge of the functions of the Division of Juvenile Justice and the Juvenile Parole Board to meet the mission of the Department.
K12.	Advanced knowledge of departmental/facility policies, relative to the Youth Rights Program (e.g., Disciplinary Decision Making System [DDMS] and Youthful Offender Grievance Procedures) to ensure the rights of youthful offenders are upheld.
K13.	Advanced knowledge of supervision principles and techniques (e.g., staff development, training, etc.) in order to maintain a positive, collaborative and productive work force.
K14.	Comprehensive knowledge of the principles of budget preparation and fiscal control to operate a youth correctional facility within budgetary constraints.
K15.	Basic knowledge of the practices involved in the business management and administrative support functions of a youth correctional facility to maintain safety/security and operate within budgetary constraints.
K16.	Comprehensive knowledge of training techniques to effectively train staff.

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<i>Knowledge of:</i>	
K17.	Comprehensive knowledge of personnel programs (e.g., Family and Medical Leave Act (FMLA), Employee Assistance Program (EAP), etc.) to promote a supportive environment and ensure compliance.
K18.	Comprehensive knowledge of existing databases and computer programs to direct staff in operational tasks and data collection.

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Ability to:	
A1.	Formulate programs for the treatment, training, custody and welfare of youthful offenders to meet the mission of the Department.
A2.	Apply laws, rules, regulations, departmental policies/procedures, court orders and bargaining unit agreements in order to comply with laws, rules, regulations and MOUs.
A3.	Review youthful offender case histories and interpret content in order to assess staff development of an individual youth case plan.
A4.	Coordinate custody and treatment programs to maintain safety/security.
A5.	Work effectively with others (e.g., staff, youth, families, volunteers, law enforcement, courts, etc.) from diverse racial, ethnic and cultural backgrounds to maintain an accepting and discrimination free environment.
A6.	Direct the business management and administrative support functions of a Youth Correctional Facility to maintain a safe and secure facility while operating within budgetary constraints.
A7.	Analyze data accurately in order to draw logical conclusions and implement an effective course of action.
A8.	Effectively present ideas and information in order to maintain respect and credibility.
A9.	Establish priorities in order to ensure productivity and effective completion of assignments.
A10.	Direct the work of subordinate staff in order to ensure productivity and effective completion of assignments.
A11.	Elicit the respect of staff, youthful offenders and the public to ensure an efficient and cooperative workplace.
A12.	Train and evaluate subordinate staff in order to ensure effective delivery of treatment programs and rehabilitative services.
A13.	Establish and maintain cooperative working relationships with administrators, public agencies, professional groups and other staff members to maintain a cooperative workplace.
A14.	Effectively negotiate the Department's position on collective bargaining agreements to ensure an efficient and cooperative workplace.
A15.	Apply collective bargaining agreements to respond effectively to employee grievances.
A16.	Promote the Equal Employment Opportunity (EEO) program's objectives to maintain a work environment that is free of discrimination and harassment.
A17.	Develop meaningful ways of effectively involving volunteers in rehabilitative programs to meet the mission of the Department.
A18.	Use computers/software applications/databases to create reports, written documents and input/retrieve information.
A19.	Analyze emergency situations effectively to determine appropriate action and maintain safety/security.

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Ability to:	
A20.	Supervise staff to ensure completion of assignments and maintain safety/security.
A21.	Promote the Americans with Disabilities Act (ADA) to maintain a work environment that is accommodating of individual needs.

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Personal Characteristics:	
PC1.	Emotional stability, maturity and integrity when interacting with staff and youthful offenders to be resourceful and effectively solve problems while under stress.
PC2.	High moral standards in order to maintain credibility.
PC3.	Satisfactory record as a law-abiding citizen in order to improve public perception and increase credibility.
PC4.	Leadership skills in order to provide a positive example to staff and youthful offenders and meet the mission of the Department.
PC5.	Tact when interacting with staff and youthful offenders to promote a respectful environment.
PC6.	Patience when interacting with staff and youthful offenders to promote a calm environment.
PC7.	Reliability in order to maintain credibility and effectively manage a program area.
PC8.	Respect for others in order to promote a positive work environment.
PC9.	Empathetic and objective understanding of youthful offenders to meet the mission of the Department.
PC10.	Acceptance of the diverse backgrounds of staff and youthful offenders in order to maintain an accepting and discrimination free environment.