



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CHIEF, YOUTH PAROLE BUREAU**</b>	<b>45*</b>	<b>A</b>	<b>13.261</b>

Under administrative direction, manage a statewide parole service program for youth paroled from State training centers.

Manage the Youth Parole Bureau in order to comply with statutes and ensure adequate service delivery by determining personnel needs on a statewide basis, in conjunction with the Division Administrator; organize the Bureau into districts or teams for effective operation based on needs assessment; appoint district supervisors and jointly establish management goals and methods/strategies to accomplish them; establish work performance standards and training plans for supervisors, assign and evaluate their work; visit all offices periodically to supervise and consult with staff and provide problem solving strategies; conduct case reviews for all staff directly supervised; perform random checks on cases by interviewing clients, parents, foster parents, schools, probation, and police to assess service delivery; meet frequently with district supervisors to obtain information about district issues, problems and developments and provide advice on approaches or direct action to be taken in areas such as court relations, office leases, equipment, organization, problem cases, ethical judgments, and political or sensitive decisions.

Coordinate youth parole activities with superintendents of youth institutions in order to ensure the smooth transfer of cases by maintaining communication and ensuring that proper case decisions are made; arrange for periodic parole staff visits to each institution and ensure that each youth recommended for parole is provided a written plan.

Establish and maintain written youth parole policy and procedures including, but not limited to, working conditions and procedures; reporting and recordkeeping for fiscal, case, and personnel areas; level and quality of supervision and service to assigned cases; rules for payments for residential and non-residential programming; establish independent contractor agreements.

Consult with Division Administrator as needed; prepare and supply statewide statistics on staffing and caseloads; provide all management reports as required by the Budget Division, the Department of Personnel, the Department of Health and Human Services, the Legislative Counsel Bureau, the Public Employees Retirement System, and the Labor Commission by gathering and analyzing data and developing appropriate format.

Prepare and administer the budget for the Youth Parole Bureau in order to meet established goals and objectives by analyzing program needs, preparing budget proposals and written justification; presenting the budget request to the Division Administrator, Department Director, the Budget Division and the budget committees of the Legislature; ensure that the budget is adhered to by monitoring and approving expenditures.

Develop and define long-range program plans to ensure the appropriate distribution of work on a statewide basis and to ensure statutory requirements are met by identifying problem and need areas, gathering data, developing goals and objectives, and determining means to attain goals; providing for methods of evaluation of goals and objectives and providing the administrator with the results of evaluations.

Negotiate, prepare, and submit contracts with other agencies for special services including contracts for alternate placement programs, treatment programs, office space, office cleaning, and equipment repair;

- \* **Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention.**
- \*\* **Abolish through attrition.**

determine office space and location needs, evaluate available office leases and negotiate and submit leases for Youth Parole offices within budget limits; review office conditions with district supervisors and staff to ensure safe, clean and efficient working conditions; and monitor contracts for compliance by reviewing services received in relation to contractual agreements and notifying contracting agency of any discrepancies.

Ascertain training needs on a regional basis and determine programs available to meet needs; provide in-service and other training opportunities through scholarships, cooperative agreements, grants, or other innovative methods.

Ensure statutory requirements such as peace officer certification are met through training goals and efforts; ensure that specialized instruction on working with substance abusers, abused youth, suicidal and emotionally disturbed and multi-problem clients and families is provided for caseworkers and supervisors; ensure appropriate use of alternative training opportunities offered by such agencies as Adult Parole & Probation, Department of Personnel, the Bureau of Alcohol and Drug Abuse, United Way, Juvenile Courts, and the Nevada System of Higher Education.

Provide liaison with all Chief Probation Officers of the Nevada Judicial Districts by contacting each Chief Probation Officer regarding mutual problems and operations; receive information from judges, probation officers and other officials concerning youth parole functions and operation; maintain regular contact and availability with other agencies to accept needed information; act upon information received; establish agreements with related agencies as needed to promote effective youth parole operation and to maximize the benefit to youth; administer grants and prepare reports; ensure that goals and objectives of grants are met; negotiate, implement and revise interagency agreements as needed or as directed by Division Administrator.

Operate the Nevada Interstate Compact out of the Youth Parole budget by documenting expenses and filing claims for reimbursement from the Governor's Contingency Fund; obtain authorization from the Legislature to receive funds; and review each voucher and authorize the payment of travel funds for the return of runaway, absconding and absent-without-leave wards of the juvenile court from Nevada.

Coordinate the operation of the Nevada Interstate Compact by providing supervision in the acceptance of requests from other states to return, investigate placement or provide courtesy supervision of their juvenile wards; ensure the transmittal of files and requests, and the maintenance of records of all interstate activity, including such coordination as may be necessary with individual county juvenile probation departments; respond to inquiries on problems presented by other deputies assigned to Interstate Compact administration in other states; resolve conflicts/problems and inform the Governor of major issues through the chain of command; and ensure the sight supervision of juvenile wards during all stops while returning.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

#### SPECIAL REQUIREMENT:

- \* Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

#### INFORMATIONAL NOTE:

- \* Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.

### MINIMUM QUALIFICATIONS (cont'd)

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major coursework in criminal justice, psychology, social work or closely related field and one year of supervisory experience equivalent to the District Supervisor, Youth Parole Bureau, overseeing a staff conducting casework services, making program eligibility determinations, preparing detailed reports, dealing with law enforcement agencies, the juvenile justice system, foster homes, and related state agencies regarding the preparation of parole agreements, placement, program development, obtaining services, and the legal process of assigned youth; **OR** one year as a District Supervisor, Youth Parole Bureau in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement and Informational Note*)

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Knowledge of:** the principles of budgeting; the budget process; child development, adolescent counseling and human functions sufficient to be able to intelligently prescribe treatment approaches and to respond to requests from staff when advised on key management and program development issues. **Ability to:** discuss budget requests with the division administrator, departmental management, the budget analyst, and Legislative money committees; work independently and follow through without direct supervision or support; operate in a policy making role; accept equivocal circumstances and take action where answers to a problem are not readily apparent; work systematically, innovatively, and analytically in coordinating the staff and function of bureau staff with other agencies and legislative mandates; organize information and resources (fiscal, personnel, and material) in a systematic way to optimize efficiency and minimize duplication of effort; analyze problems, situations, practices or procedures and define the problem or objective; perceive and define cause and effect relationships in staff operations, case management, and interagency functioning; supervise professionals who are counselors, peace officers, and case managers; interact diplomatically with the public, legislature, appointed and elected officials, heads of other agencies and judicial officers; maintain equanimity in the face of hostility, resistance or indifference while working and interacting with persons of various social, cultural, economic and educational backgrounds; explain, promote and educate the youth parole function to various individuals and groups; establish and maintain cooperative working relationships with chief juvenile probation officers, superintendents of institutions, and public and private administrators of youth programs; motivate employees and stimulate staff to effective action; instruct and lead staff while fostering a stimulating, accepting and progressive learning environment; establish rapport, gain the trust of others, listen perceptively and convey awareness; effectively convey ideas in conversation and in public; write clear, logical, grammatically correct and concise policy for manuals, directives, and memos; write technical reports in the field of juvenile justice describing, defining and proposing specific programs in professional journals and justifications to the Legislature and federal funding authorities; read, understand and implement policies and standards represented in the Nevada Revised Statutes, Nevada Administrative Code, State Administrative Manual, and in technical and professional journals; interpret and respond appropriately to reports prepared by attorneys, psychologists, educators and governmental representatives; manage schedules and priorities to meet bureau objectives and goals.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Knowledge of:** related outside human service agencies, their services, rules and responsibilities to coordinate parole bureau functions with them and to enter into agreements and contracts when mutually beneficial and appropriate; federal and state affirmative action and equal employment opportunity laws and regulations applicable to the bureau sufficient to analyze and confirm bureau policies and procedures; State purchasing and contracting sufficient to initiate and process bureau acquisitions and independent contractor agreements; where to go within the State government for needed information in the areas of general services, legal services, personnel services and management concerns. **Ability to:** coordinate bureau operations by determining the time, place and sequence of options to be taken on the basis of analysis of data concerning casework, personnel and budget issues; be innovative in modifying and/or adapting practices, procedures, or methods of parole supervision and services; anticipate predictable crises and to think through the consequences of the decision or plan of action prior to responding.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

13.261

ESTABLISHED: 12/1/68  
REVISED: 8/19/80-3  
REVISED: 10/17/86-3  
REVISED: 8/6/87-3  
REVISED: 10/26/87R  
2/10/88PC  
REVISED: 7/1/91P  
10/19/90PC  
REVISED: 11/15/91PC  
REVISED: 7/1/97LG  
REVISED: 3/29/01UC  
REVISED: 7/1/01LG  
REVISED: 7/1/05LG  
REVISED: 7/1/07LG  
REVISED: 10/1/07LG