



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ASSISTANT SUPERINTENDENT, YOUTH FACILITY	41*	A	12.523

Under administrative direction of the Superintendent, oversees the care, custody, education, counseling and training of committed youth in a State youth training facility; develops and implements institutional policy, procedure and programs regarding the security, treatment, education and rehabilitation of youth; monitors facility budget and prepares reports; coordinates the release of paroled youth and performs related duties.

Supervise Home Life and treatment in facilities with State of Nevada academic staff and/or contracted academic staff, including the Principal, through direct observation and review of completed work assignments and reports checking for compliance with institutional policy and procedures; provide guidance and instruction on daily work activities and appraise individual performance to ensure the goals and objectives of the agency are met and that problems are resolved in a timely manner. Assume responsibility for the facility in the absence of the Superintendent.

Prepare statistical reports regarding the operation of assigned youth facility. Review the daily population report and master roster of committed and paroled youth; information is used to generate quarterly, biennial status reports and all required federal, State, and American Correctional Association reports. Completed documents are submitted to the Superintendent for review.

Communicate with local employers, organizations, citizen groups, and law enforcement agencies on a continuous basis to explain goals and objectives and to develop awareness and gain acceptance of the facility's rehabilitation program.

Assess the training needs of assigned staff through the review of performance evaluations and the impact of policy or procedural changes; submits recommendations to the Superintendent for the development of training programs. Coordinate training and conducts follow-up reviews to determine effectiveness of program.

Assist the Superintendent in the planning and development of the facility's budget, internal policy and procedure and the implementation of federal and State legislation involving institutional operations and programs for youth offenders that provide for employment, recreation, education, rehabilitation and health and safety needs. Participate in budget and program implementation and follows-up on health and safety problems.

Serve as facilitator between the youth and their parents, the Youth Parole Division, Welfare and Supportive Services Division and District Courts by providing information concerning youths' welfare, progress of rehabilitation, future goals, readiness to function outside the youth facility and placement upon parole.

Review all facility incident reports and the appropriateness of actions taken by staff based upon institutional policy and procedure; ensure that sufficient documentation is provided to accurately assess the situation and evaluates for consistency.

Monitor and grants approval on requests to withdraw money from youth accounts and dorm funds. Ensure spending is prudent and budgeted to provide for present as well as future needs of the youth and institutional programs.

Provide recommendations to the Superintendent regarding the hiring, promotion, demotion or termination of all institutional program staff.

* **Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class series have been identified as affecting public safety. Persons offered employment in this series must submit to a pre-employment screening for controlled substances.
- * Pursuant to NRS 62B.270 and the Federal Prison Rape Elimination Act, applicants must submit to a criminal and child abuse background check and said background must be clear of any disqualifying offenses.

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in psychology, social work, sociology, counseling and guidance, human services, social services, education, criminal justice, business management or closely related field and two years of supervisory experience in directing and supervising staff involved in the custody, treatment, counseling, education and rehabilitation of incarcerated individuals in a correctional facility; **OR** graduation from high-school or equivalent education and four years of experience as described above; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

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

General knowledge of: causes, nature and result of juvenile delinquency, neglect or abuse as applied to the care and supervision of delinquent juveniles; principles and practices of vocational education; principles and practices of physical and mental hygiene, and psychology; federal and State affirmative action and equal employment opportunity laws and regulations applicable to public institutions sufficient to analyze proposed personnel policies and procedures. **Ability to:** plan, direct and coordinate the work of others; establish and maintain cooperative relations with the general public, local business and organizations to develop community awareness and promote program support; perform routine statistical computations to provide information to the Superintendent and other agencies upon request; motivate others and stimulate people to effective action; mediate between contending parties or groups; establish and maintain cooperative working relationship with subordinates and outside agencies; discuss a variety of job-related topics on short or no notice; speak with persons of various social, cultural, economic and educational backgrounds to explain program treatment modalities, etc.; analyze information, problems, situations, practices or procedures to define problems or objectives; identify relevant concerns, factors, patterns, tendencies and relationships and formulate logical and objective conclusions; recognize alternatives and their implications; instruct, or direct staff on application of individual treatment and education methods.

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

Working knowledge of: operation of a state facility for delinquent juveniles or similar organization to properly manage programs and alleviate problems; vocational guidance and educational methods as related to the rehabilitation and treatment of delinquent juveniles; budgeting and fiscal management; inventory methods and controls; Nevada Revised Statutes pertaining to the care and treatment of juvenile offenders; vocational programs and/or available employment opportunities for vocational training students.

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.

12.523

- ESTABLISHED: 1/1/61
- REVISED: 6/30/69
- REVISED: 7/1/91P
- 7/6/90PC
- REVISED: 11/26/96UC
- REVISED: 7/30/03UC

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