



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>
UNIT MANAGER, YOUTH PAROLE BUREAU	42*	A	13.263

Under direction of the Chief, manage the operation of a Youth Parole Unit and the supervision and direction of a staff of Youth Parole Counselors responsible for the parole planning, supervision and placement of assigned juvenile offenders.

Manage the operation of a Youth Parole Bureau Unit by supervising and coordinating activities of assigned staff ensuring the Bureau's policies and procedures are followed through the review of assigned caseloads, review and approval of parole reports, court documents, placement recommendations and referrals for supervision, counseling and treatment; ensure reports are completed accurately and within appropriate time frames; evaluate performance of assigned personnel and provide direction.

Assist the Chief, Youth Parole Bureau in the development of policy and procedure in reference to federal and State guidelines, programs and organizational needs.

Develop and administer the Unit's budget covering areas such as staffing, office space, equipment and supplies, training, program development and implementation; review and evaluate budget expenditures to ensure expenses fall within established limits.

Conduct liaison activities with human services agencies, local law enforcement, juvenile court, school districts, treatment centers, foster homes, juvenile and placement centers to ensure an understanding of the Bureau's mission, gain awareness of needed services and current programs, and provide information regarding case management goals and objectives.

Represent the Youth Parole Bureau in the juvenile court system regarding recommendations for or against parole revocation, termination of wardship, and certification as an adult; provide the necessary court documents, case summaries and recommendations.

Develop, coordinate and implement training programs for Youth Parole Counselors regarding supervision, counseling and casework techniques, Bureau policy and procedure, report preparation, and parole violation and enforcement activities.

Review and approve/deny "crisis" level supervision and enforcement requests to ensure wards are handled properly and that the public and department are protected; ensure changes are in compliance with department policy and procedure.

Prepare statistical reports for the Unit regarding caseload, placement, cost of services, special needs of wards, interstate compact, and status of wards; submit reports to the Chief for review.

Perform peace officer duties and may function in the capacity of a Youth Parole Counselor as needed in making arrests, conducting searches, transporting wards, to ensure the public is protected and the ward adheres to court ordered conditions.

Perform related duties as assigned.

*** Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention.**

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.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, psychology, social work or closely related field and four years of experience 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, of which one year was in a supervisory capacity; **OR** one year of experience as a Senior Youth Parole Counselor in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement and Information Note*)

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

Knowledge of: juvenile parole as applied to the rights of juvenile offenders, casework, investigations and enforcement principles and practices; social service, employment, vocational and educational program opportunities to perform effective casework. **Ability to:** establish and implement policies and procedures to establish program goals and objectives; train and instruct others in the proper performance of their duties; negotiate and formulate complaint resolution; accept equivocal circumstances and take action where answers to problems are not readily apparent; coordinate staff assignments and prioritize tasks; represent the Bureau regarding services, needs, resources, and provide information about policy and procedures, goals and objectives.

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

Detailed knowledge of: Nevada Revised Statutes, Bureau policy, procedure and federal laws that pertain to the supervision and program development of paroled juvenile offenders. **Knowledge of:** the purpose, activities and mission of the Youth Parole Bureau as applied to the supervision of staff and related programs; supervisory principles and practices. **Ability to:** direct and coordinate the more complex case assignments; maintain good working relationships with other law enforcement agencies, the juvenile justice system, and the general public; provide in-service training to subordinates regarding Bureau policy and procedure, enforcement techniques, and court room procedures; develop, interpret and implement policy and procedure, programs and budgets; effectively communicate program goals, policy and procedures to outside law enforcement agencies, State agencies, judicial system, offenders, their families, and the general public.

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.

13.263

ESTABLISHED: 12/15/78
REVISED: 9/27/84-3
REVISED: 8/6/87-3
REVISED: 7/1/91P
10/19/90PC
REVISED: 11/15/91PC
REVISED: 5/12/95UC
REVISED: 7/1/97LG
REVISED: 3/29/01UC

13.263

REVISED: 7/1/01LG
REVISED: 2/10/06PC
REVISED: 7/1/07LG
REVISED: 10/1/07LG