

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 17
Fiscal Year: 2011/2012
Posted Date: November 30, 2011

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<u>Item #</u>	<u>Class/Title</u>
1	8568 Senior Counselor, Juvenile Hall
2	8572 Supervising Counselor, Juvenile Court

For additional information regarding the above proposed action, please contact Christina Penland at (415) 557-4848 or-email her at Christina.Penland@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Christina Penland, DHR
Maria Newport, SFERS
Clare Leung, MTA
Suzanne Wong, MTA
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Counselor, Juvenile Hall (SFERS)
Job Code: 8568**

INTRODUCTION

Under direction assists in the coordination of activities and general supervision of a juvenile court facility; assists in the assignment and training of new personnel; and performs related duties as required. Requires responsibility for carrying out, interpreting and enforcing existing policies and methods relating to the care of children in custody; continuing contacts with parents, probation personnel, and other persons for the purpose of furnishing or obtaining information on children in custody; reviewing and maintaining departmental records and individual case reports.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Assists in the overall supervision of juvenile court detention living units; conducts periodic inspections to evaluate the sanitation and safety of quarters and grounds; reviews log entries and maintenance of records; observes the serving of meals and distribution of clothing; controls and coordinates the movement of groups within the premises; patrols halls, cottages and other areas to evaluate security of facilities and treatment of children; confers with counselors on special behavioral problems and various disciplining methods; counsels emotionally disturbed or overly aggressive youths and confers with other departmental personnel on difficult cases; responds to emergencies and obtains medical services when needed.
2. Assists in the booking and releasing of children and reviews case records and official papers for proper entries; assists in the initial training of new personnel and advanced training of experienced counselors; evaluates the performance of provisional employees and temporary college students as assistants.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Groups and individual counseling techniques as applied to young children and adolescents;
The laws and codes governing the care and custody of juveniles confined to detention facilities;
The policies and procedures of the 'Juvenile court with specific application to living facilities.

Ability to:

Apply professional principles and practices utilized in the care, custody and rehabilitation of delinquent and dependent children;
Exercise firm but appropriate discipline over juveniles and aid in their rehabilitation;
Train and supervise subordinate employees;
Direct and supervise the operations of detention living units;
Prepare accurate and concise reports.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Counselor, Juvenile Hall (SFERS)
Job Code: 8568**

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Requires possession of a Bachelor's degree from an accredited college or university, with major course work in the social sciences field.

Experience:

Requires two (2) years of progressively responsible experience in counseling, disciplining and care of delinquent or dependent children; or an equivalent combination of training and experience.

LICENSE AND CERTIFICATION

None.

PROMOTIVE LINES

To: Supervising Counselor

From: Counselor

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Supervising Counselor, Juvenile Court (SFERS)
Job Code: 8572**

INTRODUCTION

Under general direction, is responsible for the supervision, operation and maintenance of a division of juvenile hall; and performs related duties as required. Requires responsibility for: assisting in the origination and development of policies and methods for the operation of juvenile facilities; making responsible contacts with probation representatives, psychologists and others for the purpose of exchanging information regarding assigned children in custody; preparing and reviewing important case histories and related records and reports.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Assigns, directs and inspects the work of juvenile hall personnel within a cottage division; conducts training for new personnel and evaluates their performance; conducts monthly staff meetings; assists subordinates in evaluating and disciplining difficult behavior problems.
2. Attends departmental conferences with probation officers, social workers and psychologists; plans education, work and recreational programs; oversees the admission and release procedures in the division; prepares or verifies the maintenance of institution records, statistics and departmental forms and reports.
3. Performs regular inspection of the division's area and checks for proper maintenance and upkeep of living units.
4. Requisitions building repair services as needed; maintains an inventory of clothing, bedding, cleaning agents and other supplies and equipment; prepares requisitions and budgetary estimates for, and supervises the receipt and distribution of materials; inspects food served to children and offers suggestions and recommendations on its preparation; confers with medical staff regarding unusual health problems.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

The principles and techniques of counseling and disciplining adolescents;

The organization, policies and procedures of the juvenile court with specific application to the care and custody of dependent and delinquent children.

Ability to:

Apply professional principles and practices utilized in the care and custody of delinquent and dependent children;

Assign, train, supervise and review the work of subordinate employees;

Establish and maintain effective working relationship with the various groups involved in juvenile court proceedings;

Exercise firm but appropriate discipline over adolescents and acquire their respect and

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Supervising Counselor, Juvenile Court (SFERS)
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confidence.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Requires possession of a Bachelor's degree from an accredited college or university, with major course work in the social science field.

Experience:

Requires four (4) years of experience in the custody, counseling and disciplining of delinquent and dependent children, including one (1) year of supervisory experience; or an equivalent combination of training and experience.

PROMOTIVE LINES

To: Director, Boys' Ranch School or Night Superintendent, Juvenile Hall

From: Senior Counselor
