

**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: 21
Fiscal Year: 2011/2012
Posted Date: December 8, 2011

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

<u>Item #</u>	<u>Class/Title</u>
1	8322 Senior Counselor, Juvenile Hall

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

<u>Item #</u>	<u>Class/Title</u>
2	8568 Senior Counselor, Juvenile Hall (SFERS)

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
Job Code: 8322**

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.~~

Under general direction, assists in the supervision, operation, and maintenance of a juvenile court facility and/or long-term rehabilitation facility (Log Cabin Ranch); supervises recreational, training, and treatment programs; supervises subordinates in maintaining the custody and safety of juveniles; conducts staff meetings, as well as case conferences to evaluate the progress of juveniles; assists in the assignment and training of new personnel; responsible for evaluating staff and writing performance appraisals.

Requires responsibility for assisting in developing, carrying out, interpreting, and enforcing policies, methods, rules and regulations relating to the care of youth in custody; making contacts with parents, counseling staff, probation personnel, psychologists, and others regarding the care, security, and rehabilitation of juveniles; maintaining a liaison with juvenile hall or ranch school staff; preparing operational, progress, and related records and reports; and evaluating reports. May be required to write court reports. Perform related duties as required.

DISTINGUISHING FEATURES

Incumbents in this position are distinguished by exercising first level full-line supervisory responsibilities over subordinate Juvenile Hall and Log Cabin Ranch counseling staff, including teachers, kitchen personnel, engineers, and contracted or volunteer service providers. Incumbents in this class can be assigned responsibility for specific portions and/or projects of the facility and may serve as facility supervisor on an active shift in the absence of a Supervising Counselor, Assistant Director, or Director.

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.~~

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~~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.~~

1. Assists in the overall supervision of juveniles at the Juvenile Justice Center and/or Log Cabin Ranch; plans, organizes and supervises the activities of staff members on a given shift. Assures that all policies, procedures, and laws are followed and that programs run on time.

2. Plans and supervises daily routines involving clean-up, bedding, and general sanitation; plans and supervises daily routine involving laundry at the ranch; evaluates reports of illness and injury and arranges for appropriate treatment.

3. Supervises the receipt and censoring of incoming and outgoing mail; may receive and be responsible for safeguarding wards' money, valuables, and personal property.

4. Represents the Department when collaborating with other agencies; conducts tours.

5. Conducts regular inspections to evaluate the sanitation and safety of living units and grounds; reviews log entries, watch lists, and the maintenance of records; and reports on damages, deterioration or malfunction of equipment. Patrols halls, cottages, entire ranch facility, and other areas to evaluate security of facilities and the overall well-being of youth in custody; 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; may be assigned to investigate and resolve juvenile grievances.

6. Reviews and approves all youth discipline along with the Director or as designated; conducts hearings for major violations; reviews staff reports for accuracy; and forwards reports for prosecution when crimes have been committed.

7. Assists in the booking or admitting and releasing of children and reviews case records and official papers for proper entries; makes decisions on search status and classification for unit placement of new admissions.

8. Conducts and coordinates the initial training of new personnel and advanced on-going training of experienced counselors. May be responsible for training and evaluating new staff in the techniques and methods of individual and group counseling, recreation, athletics and supervision of large groups; notifies appropriate personnel regarding runaways from the facility. May conduct or be responsible for designating a staff person to conduct orientation to the ranch.

9. May personally participate in counseling, disciplining and supervision of difficult cases; submits reports regarding the progress of wards; confers with parents, probation officers, school department personnel and others in connection with the overall rehabilitation problems and the educational programs for juveniles; assists in developing and conducting recreational and other special activities and programs. Makes recommendations relative to

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the graduation of wards from the ranch.

10. Develops annual work plans for subordinate personnel; conducts annual evaluations on the performance of subordinate employees.

11. Conducts initial investigations of serious incidents; provides discipline and counseling to staff as needed.

12. Produces and distributes daily/weekly schedules and assignments for direct co-workers and subordinates. Responsible for approving or denying staff time off according to Policies and Procedures and hires replacement staff to assure staffing levels.

13. Maintains accountability of inventory of clothing, food, supplies, and equipment necessary for the operation of a ranch.

4-14. Maintains accountability and control of facility issued keys, radios, and important documents. Reviews facility records and reports.

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.~~

Group and individual counseling techniques as applied to adolescents;

The laws and codes governing the care and custody of juveniles confined to detention facilities;

Professional principles that aid in the rehabilitation of delinquents;

The policies and procedures of the Juvenile Court with specific application to living facilities;

Reporting requirements for suspected child abuse;

Emergency procedures and the ability to direct unit/institutional staff during major emergencies including basic first aid, CPR, and evacuation procedures;

Gang issues both in the facilities and in the community;

City policies and procedures concerning harassment, discrimination, and violence in the workplace;

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;~~

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~~Direct and supervise the operations of detention living units;~~

~~Prepare accurate and concise reports.~~

Identify safety and security issues, enforce policies in these areas, and make recommendations for improvement;

Supervise and direct activities of an institutional work force, train subordinate personnel, and direct and supervise the operations of detention living units;

Write clear and concise reports;

Exercise firm but appropriate discipline over juveniles and aid in their rehabilitation;

Operate a ranch and perform additional administrative functions as the Director finds necessary.

Mediate and resolve inter-personal conflict between staff, as well as the ability to collaborate with other departments (Court Personnel, SPY, School, Kitchen, Maintenance, and Community Based Agencies).

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.~~

Requires possession of a Bachelor's degree, 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.~~

Two years of progressively responsible experience in counseling, disciplining, and care of delinquent or dependent children, or an equivalent combination of training and experience.

ORIGINATION DATE:

AMENDED DATE:

BUSINESS UNIT(S):

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

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

INTRODUCTION

Under general direction, assists in the supervision, operation, and maintenance of a juvenile court facility and/or long-term rehabilitation facility (Log Cabin Ranch); supervises recreational, training, and treatment programs; supervises subordinates in maintaining the custody and safety of juveniles; conducts staff meetings, as well as case conferences to evaluate the progress of juveniles; assists in the assignment and training of new personnel; responsible for evaluating staff and writing performance appraisals.

Requires responsibility for assisting in developing, carrying out, interpreting, and enforcing policies, methods, rules and regulations relating to the care of youth in custody; making contacts with parents, counseling staff, probation personnel, psychologists, and others regarding the care, security, and rehabilitation of juveniles; maintaining a liaison with juvenile hall or ranch school staff; preparing operational, progress, and related records and reports; and evaluating reports. May be required to write court reports. Perform related duties as required.

DISTINGUISHING FEATURES

Incumbents in this position are distinguished by exercising first level full-line supervisory responsibilities over subordinate Juvenile Hall and Log Cabin Ranch counseling staff, including teachers, kitchen personnel, engineers, and contracted or volunteer service providers. Incumbents in this class can be assigned responsibility for specific portions and/or projects of the facility and may serve as facility supervisor on an active shift in the absence of a Supervising Counselor, Assistant Director, or Director.

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 juveniles at the Juvenile Justice Center and/or Log Cabin Ranch; plans, organizes and supervises the activities of staff members on a given shift. Assures that all policies, procedures, and laws are followed and that programs run on time.
2. Plans and supervises daily routines involving clean-up, bedding, and general sanitation; plans and supervises daily routine involving laundry at the ranch; evaluates reports of illness and injury and arranges for appropriate treatment.
3. Supervises the receipt and censoring of incoming and outgoing mail; may receive and be responsible for safeguarding wards' money, valuables, and personal property.
4. Represents the Department when collaborating with other agencies; conducts tours.
5. Conducts regular inspections to evaluate the sanitation and safety of living units and grounds; reviews log entries, watch lists, and the maintenance of records; and reports on damages, deterioration or malfunction of equipment. Patrols halls, cottages, entire ranch facility, and other areas to evaluate security of facilities and the overall well-being of youth in custody; 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; may be assigned to investigate and resolve

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Title: Senior Counselor, Juvenile Hall (SFERS)

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juvenile grievances.

6. Reviews and approves all youth discipline along with the Director or as designated; conducts hearings for major violations; reviews staff reports for accuracy; and forwards reports for prosecution when crimes have been committed.
7. Assists in the booking or admitting and releasing of children and reviews case records and official papers for proper entries; makes decisions on search status and classification for unit placement of new admissions.
8. Conducts and coordinates the initial training of new personnel and advanced on-going training of experienced counselors. May be responsible for training and evaluating new staff in the techniques and methods of individual and group counseling, recreation, athletics and supervision of large groups; notifies appropriate personnel regarding runaways from the facility. May conduct or be responsible for designating a staff person to conduct orientation to the ranch.
9. May personally participate in counseling, disciplining and supervision of difficult cases; submits reports regarding the progress of wards; confers with parents, probation officers, school department personnel and others in connection with the overall rehabilitation problems and the educational programs for juveniles; assists in developing and conducting recreational and other special activities and programs. Makes recommendations relative to the graduation of wards from the ranch.
10. Develops annual work plans for subordinate personnel; conducts annual evaluations on the performance of subordinate employees.
11. Conducts initial investigations of serious incidents; provides discipline and counseling to staff as needed.
12. Produces and distributes daily/weekly schedules and assignments for direct co-workers and subordinates. Responsible for approving or denying staff time off according to Policies and Procedures and hires replacement staff to assure staffing levels.
13. Maintains accountability of inventory of clothing, food, supplies, and equipment necessary for the operation of a ranch.
14. Maintains accountability and control of facility issued keys, radios, and important documents. Reviews facility records and reports.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Group and individual counseling techniques as applied to adolescents;

The laws and codes governing the care and custody of juveniles confined to detention facilities;

Professional principles that aid in the rehabilitation of delinquents;

The policies and procedures of the Juvenile Court with specific application to living facilities;

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Reporting requirements for suspected child abuse;

Emergency procedures and the ability to direct unit/institutional staff during major emergencies including basic first aid, CPR, and evacuation procedures;

Gang issues both in the facilities and in the community;

City policies and procedures concerning harassment, discrimination, and violence in the workplace;

Ability to:

Identify safety and security issues, enforce policies in these areas, and make recommendations for improvement;

Supervise and direct activities of an institutional work force, train subordinate personnel, and direct and supervise the operations of detention living units;

Write clear and concise reports;

Exercise firm but appropriate discipline over juveniles and aid in their rehabilitation;

Operate a ranch and perform additional administrative functions as the Director finds necessary.

Mediate and resolve inter-personal conflict between staff, as well as the ability to collaborate with other departments (Court Personnel, SPY, School, Kitchen, Maintenance, and Community Based Agencies).

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Education:

Requires possession of a Bachelor's degree, with major course work in the social sciences field.

Experience:

Two years of progressively responsible experience in counseling, disciplining, and care of delinquent or dependent children, or an equivalent combination of training and experience.

ORIGINATION DATE:

AMENDED DATE:

BUSINESS UNIT(S):