

City and County of San Francisco



Department of Human Resources

Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date February 24, 2009

Re: **Notice of Proposed Classification Actions – Final Notice No. 12 FY 2008/2009 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective October 27, 2008.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to read "Kerry Ko", written over a horizontal line.

Kerry Ko
Deputy Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
_____ (contact person @ dept)

John Leon, DHR
Linda Cosico, DHR
Micki Callahan, DHR
Steve Ponder, ERD
Christina Fong, ERD
Rich David, ERD
Carmela Villasica, ERD
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Tinhha Luong, CON
Ron Bladow, MTA
Johnny Zabala, CON
RAS Team Leader(s)
DHR Support Services
File



**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: 12
Fiscal Year: 2008/2009
Posted Date: October 27, 2008

ABOLISH THE FOLLOWING JOB CODE(S):

Item #	DEPT/ DIVISION	Class/Title
1	JUV	8323 Senior Counselor, Boys Ranch School

For additional information regarding the preceding proposed actions, please contact, Mike Casey at 551-8933

***RETITLE AND AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specifications attached.)***

Item #	DEPT/ DIVISION	From	To
2	JUV	8322 Senior Counselor, Juvenile Hall	8322 Senior Counselor

For additional information regarding the preceding proposed actions, please contact, Mike Casey at 551-8933

Posting No: 12
Fiscal Year: 2008/2009
Posted Date: October 27, 2008

GRANT STATUS AS FOLLOWS:

Item #	DEPT/ DIVISION	From	To
3	JUV	8323 Senior Counselor, Boys Ranch School	8322 Senior Counselor

Grant Permanent Status in Job Code 8322 Senior Counselor to Troy B. Hines, PCS employee in Job Code 8323.

Item #	DEPT/ DIVISION	From	To
4	JUV	8323 Senior Counselor, Boys Ranch School	8322 Senior Counselor

Grant Permanent Status in Job Code 8322 Senior Counselor to Tracy Haynes, PCS employee in Job Code 8323.

For additional information regarding the preceding proposed actions, please contact, Mike Casey at 551-8933

Requests to meet on an item should be addressed to the Human Resources Director, 44 Gough Street, 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, 1st floor, 44 Gough Street.

- cc:** All Employee Organizations
- All Departmental Personnel Officers
- Regina Tharayil, MTA
- Anita Sanchez, CSC
- Harvey Rose, Budget Analyst
- Christina Fong, ERD
- Carmela Villasica, ERD
- Linda Cosico, DHR
- RAS Team Leader(s)
- DHR Support Services
- Martin Gran, ERD
- File

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

**Title: Senior Counselor
Job Code: 8322**

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.

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.

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.

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'

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**Title: Senior Counselor
Job Code: 8322**

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 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.

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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

Requires considerable knowledge and skill 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, a knowledge and understanding of professional principles that aid in the rehabilitation of delinquents, a knowledge and understanding of the policies and procedures of the Juvenile Court with specific application to living facilities, and knowledge of reporting requirements for suspected child abuse.

Knowledge of emergency procedures and the ability to direct unit/institutional staff during major emergencies including basic first aid, CPR, and evacuation procedures. Ability to identify safety and security issues, enforce policies in these areas, and make recommendations for improvement.

Ability to supervise and direct activities of an institutional work force, train subordinate personnel, and direct and supervise the operations of detention living units.

Knowledge of City policies and procedures concerning harassment, discrimination, and violence in the workplace.

Knowledge of gang issues both in the facilities and in the community.

Ability to write clear and concise reports.

Ability to exercise firm but appropriate discipline over juveniles and aid in their rehabilitation.

Ability to operate a ranch and perform additional administrative functions as the Director finds necessary.

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

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MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in the social sciences field. Requires at least two years of progressively responsible experience in counseling, disciplining and care of delinquent or dependent children; or an equivalent combination of training and experience.

PROMOTIVE LINES

To: Supervising Counselor

From: Senior Counselor

ORIGINATION DATE:

AMENDED DATE: 8/19/65; 10/27/08

REASON FOR AMENDMENT *To consolidate class 8323 into class 8322*

BUSINESS UNIT(S): COMMN