

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
Connecting People with Purpose
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: March 08, 2019

Re: **Notice of Proposed Classification Actions – Final Notice No. 23 FY 2018/19 (copy attached).**

Pursuant to completion of discussion with SFMEA regarding this classification action, the classification actions contained in the above referenced notice became effective March 08, 2019.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, Controller/ Budget Division
E-File

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

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

Posting No: 23
Fiscal Year: 2018/2019
Posted Date: 01/25/2019
Reposted Date: 01/25/2019

RETITLE AND AMEND THE FOLLOWING JOB CODE(S):
(Job specification(s) attached)

Item #	Job Code	Former Title	New Title
1	8340	Assistant Director, Juvenile Hall	Senior Supervising Institution Manager - PERS
2	8578	Assistant Director, Juvenile Hall	Senior Supervising Institution Manager - SFERS

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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

**Title: Senior Supervising Institution Manager - PERS
Job Code: 8340**

DEFINITION

Under general direction, the Senior Supervising Institution Manager facilitates and participates in the management and operation of San Francisco Juvenile Probation Department's institutional facilities, including the care, custody, safety, rehabilitation, and welfare of detained juveniles.

DISTINGUISHING FEATURES

Class 8340 Senior Supervising Institutional Manager is distinguished from class 8568/8322 Senior Counselor Juvenile Hall and Log Cabin Ranch in that the former exercises higher level of responsibility with senior level supervision in assisting with maintaining the operations of the facility, whereas the latter exercises first level full line supervisory responsibilities over subordinate Counselors. Class 8340 Senior Supervising Institution Manager is distinguished from the next higher class 8344 Director, Juvenile Hall, in that the latter is responsible for the management and administration of Juvenile Hall.

SUPERVISION EXERCISED

This classification supervises 8322/8568 Senior Counselors, Juvenile Hall and Log Cabin Ranch, and clerical staff.

EXAMPLES OF 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. Plans and establishes goals and objectives for Juvenile Hall based on the Mission Statement for the Juvenile Probation Department and Juvenile Hall by compiling data from reports and participating in meetings to develop goals and objectives.
2. Compiles data in case management systems and prepares monthly, quarterly, and semi-annual status reports on goals and objectives with data obtained from population reports, staffing reports, safety and security reports, environmental reports, and Juvenile Hall inspection reports in order to guide and direct staffing and facility operations for continued long and short-term planning and periodic evaluation of goals and objectives.
3. Manages fiscal and material resources by contributing to the development of the annual budget; developing and submitting well justified materials and equipment requests adequate to the needs of the institution and by accurate reporting of the budget's status for Juvenile Hall in the monthly, quarterly, semi-annual, and annual reports regarding non-recurring maintenance and minor capital outlay requests in order to maintain fiscal responsibility.
4. Monitors organizational activities and evaluates results on conditions of confinement and quality of life for residents and staff in the institution and making recommendations to improve or correct below standard conditions in order to ensure BSCC minimum standards are met or exceeded.
5. Represents the interests of the Department at community meetings.

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

**Title: Senior Supervising Institution Manager - PERS
Job Code: 8340**

6. Ensures needs of residents are met and communicates information between departmental division and community partners, and initiates corrective action for areas that are not meeting minimum standards.
7. Reviews and evaluates annual staff training plans to ensure compliance with BSCC, STC, and departmental mandates and standards.
8. Conduct workplace investigations and initiate disciplinary action as approved by the Chief Probation Officer.
9. Ensure regular inspection of units occurs for proper maintenance and building repairs as needed. Monitor the satisfactory maintenance of living units, ensure supplies are ordered and available for operational needs, and submit requisitions for purchases.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Budget process and labor relations as applicable to the operation of a large youth detention facility.

Ability or Skill to: Administer policies, procedures and overall mission of the Juvenile Probation Department; supervise staff; conduct internal investigations; plan, schedule, and coordinate tasks and events; analyze situations and choose appropriate course of action; and effectively communicate both orally and in writing.

MINIMUM QUALIFICATIONS

These minimum qualifications establish 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:

Possession of a baccalaureate degree from an accredited college or university.

Experience:

Five (5) years of experience providing care, security, counseling and discipline for juveniles in a residential correctional facility operated by a County, State or Federal agency. Three (3) years of the above experience must include supervising counselors.

License and Certification:

Possession of a valid California driver license

Possession of a valid Cardiopulmonary Resuscitation (CPR) certificate

Substitution:

Experience in providing care, security, counseling and discipline for juveniles in a residential correctional facility operated by a County, State or Federal agency may substitute for up to two (2) years of the education requirement on a year-for-year basis. One (1) year of experience will be considered equivalent to thirty (30) semester or forty-five (45) quarter units of college coursework.

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

**Title: Senior Supervising Institution Manager - PERS
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Possession of a Master's Degree in psychology, sociology, criminal justice, social work, public administration or business administration or related fields may substitute for one (1) year of the required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 8344 Director, Juvenile Hall, 8330 Director, Log Cabin Ranch

From: 8568/8322 Senior Counselor, Juvenile Hill and Log Cabin Ranch

ORIGINATION DATE: 4/26/1971

AMENDED DATE: 4/02/01; 03/08/19

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN

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

**Title: Senior Supervising Institution Manager - SFERS
Job Code: 8578**

DEFINITION

Under general direction, the Senior Supervising Institution Manager facilitates and participates in the management and operation of San Francisco Juvenile Probation Department's institutional facilities, including the care, custody, safety, rehabilitation, and welfare of detained juveniles.

DISTINGUISHING FEATURES

Class 8578 Senior Supervising Institutional Manager is distinguished from class 8568/8322 Senior Counselor Juvenile Hall and Log Cabin Ranch in that the former exercises higher level of responsibility with senior level supervision in assisting with maintaining the operations of the facility, whereas the latter exercises first level full line supervisory responsibilities over subordinate Counselors. Class 8578 Senior Supervising Institution Manager is distinguished from the next higher class 8344 Director, Juvenile Hall, in that the latter is responsible for the management and administration of Juvenile Hall.

SUPERVISION EXERCISED

This classification supervises 8322/8568 Senior Counselors, Juvenile Hall and Log Cabin Ranch, and clerical staff.

EXAMPLES OF 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.

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3. Manages fiscal and material resources by contributing to the development of the annual budget; developing and submitting well justified materials and equipment requests adequate to the needs of the institution and by accurate reporting of the budget's status for Juvenile Hall in the monthly, quarterly, semi-annual, and annual reports regarding non-recurring maintenance and minor capital outlay requests in order to maintain fiscal responsibility.
4. Monitors organizational activities and evaluates results on conditions of confinement and quality of life for residents and staff in the institution and making recommendations to improve or correct below standard conditions in order to ensure BSCC minimum standards are met or exceeded.
5. Represents the interests of the Department at community meetings.

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

**Title: Senior Supervising Institution Manager - SFERS
Job Code: 8578**

6. Ensures needs of residents are met and communicates information between departmental division and community partners, and initiates corrective action for areas that are not meeting minimum standards.
7. Reviews and evaluates annual staff training plans to ensure compliance with BSCC, STC, and departmental mandates and standards.
8. Conduct workplace investigations and initiate disciplinary action as approved by the Chief Probation Officer.
9. Ensure regular inspection of units occurs for proper maintenance and building repairs as needed. Monitor the satisfactory maintenance of living units, ensure supplies are ordered and available for operational needs, and submit requisitions for purchases.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Budget process and labor relations as applicable to the operation of a large youth detention facility.

Ability or Skill to: Administer policies, procedures and overall mission of the Juvenile Probation Department; supervise staff; conduct internal investigations; plan, schedule, and coordinate tasks and events; analyze situations and choose appropriate course of action; and effectively communicate both orally and in writing.

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