

**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](mailto: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](#).

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

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: ~~Assistant Director, Juvenile Hall~~ Senior Supervising Institution Manager - PERS  
Job Code: 8340

### DEFINITION

Under general direction, the Senior Supervising Institution Manager ~~assists~~ facilitates and participates in the management and operation of San Francisco Juvenile Probation Department's Juvenile Hall detention institutional facilities, including the care, custody, safety, rehabilitation, and welfare of detained juveniles ~~detained at Juvenile Hall~~; ~~acts for the Director in his/her absence and performs related duties as required.~~

~~Requires responsibility for: Carrying out, interpreting, coordinating and enforcing existing institutional policies and methods for the Juvenile Hall; continuous personal contacts in situations involving the handling of difficult personal inter-relationships; preparing, approving, reviewing and maintaining institution records and reports. This position may require working nights, weekends and holidays.~~

### DISTINGUISHING FEATURES

The Assistant Director, Juvenile Hall Class 8340 Senior Supervising Institutional Manager is distinguished from the Director, Juvenile Hall in that the former assists the Director in all aspects of running the Juvenile Hall detention facility. It is distinguished from the Supervising Counselor position in Juvenile Hall in that the Assistant Director, Juvenile Hall performs at a 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 and directly supervises the Supervising Counselor, Juvenile Hall positions.

### SUPERVISION EXERCISED

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

### 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; ~~and organizing and retaining data in the Management Information System for continued long and short term planning and periodic evaluation of goals and objectives.~~
2. Compiles data in case management systems and Prepares monthly, quarterly, and semi-annual status reports on goals and objectives ~~monthly, quarterly, semi-annually~~ 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 eval-

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DEPARTMENT OF HUMAN RESOURCES

Title: ~~Assistant Director, Juvenile Hall~~ Senior Supervising Institution Manager - PERS  
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~~uation of goals and objectives~~ develop, implement and maintain an accurate MIS.

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 ~~by preparing annual environmental reports,~~ 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 that the conditions of confinement and quality of life meet the ACA and BOC standards.
5. Represents the interests of the Department at community meetings. ~~Monitors food service, school, safety and security, facility cleanliness and volunteer activities by evaluating the weekly, monthly, quarterly, semi-annual and annual reports and developing and initiating corrective action for each area of responsibility.~~
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~~ and makes recommendation for training that will keep staff in compliance with BSCC, STC, and departmental mandates and ACA, BOC standards and developmental needs.
8. Conduct workplace investigations and initiate disciplinary action as approved by the Chief Probation Officer. ~~Reviews, evaluates and makes recommendation regarding quarterly and annual staff assault reports and implements approved action.~~
8. ~~Develops a standard reporting system for resident case management.~~
9. ~~Develops performance standards to measure continual compliance of staff with the ACA and BOC and other performance standards.~~
10. ~~Writes performance evaluations for the Supervising Counselors and Support Staff in order to identify their strengths and weaknesses, and establish goals and objectives.~~
11. ~~Meets with union representatives on grievances from employees and responds in a timely manner so as to resolve grievances at the lowest level of administration; instructs supervisors and staff to adhere to the terms of the MOU in order to avoid grievances by staff.~~
12. ~~Participates in the development of public relations programs that will inform and educate the public and interested community agencies concerning the needs and progress of Juvenile Hall.~~
13. ~~Participates in the selection procedure for permanent and provisional openings in accordance with departmental and Civil Service rules and procedures.~~
14. ~~Initiates disciplinary action with staff when deemed necessary, demonstrating an awareness for progressive discipline, including verbal warnings, written reprimands, suspensions and terminations in accordance with department standards, Civil Service rules and MOU's.~~

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

**Title: ~~Assistant Director, Juvenile Hall~~ Senior Supervising Institution Manager - PERS**  
**Job Code: 8340**

- ~~15. Monitors staff assignments, vacation, leaves and time rolls.~~
- ~~16. Monitors policy and procedure development for senior supervising staff.~~
- ~~17. Manages and controls facilities to insure housing standards are well maintained according to legal (ACA and BOC) standards.~~
- ~~18. Cooperates with Special Programs for Youth (SPY), a program of the Department of Public Health, responsible for the health and mental health needs of residents, by insuring that Juvenile Hall staff and personnel meet and communicate regularly with SPY staff.~~
- ~~19. Implements and monitors ACA (Commission on Accreditation for Corrections) standards for detention which includes: administration and management, physical plant, institutional operations, facility services and juvenile services~~
- 19. 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.** Acts for the director in his/her absence in carrying out the internal operating policies and rules and regulations of the Juvenile Hall detention facility.

### 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:

Requires ~~possession of a baccalaureate degree from an accredited college or university, with major course work preferably in psychology, sociology, criminal justice, social work, public administration or business administration or related fields.~~

#### Experience:

Requires ~~six~~ **Five (5)** years of verifiable 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 at the time of appointment. (California driver license must be maintained current during employment).

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: ~~Assistant Director, Juvenile Hall~~ Senior Supervising Institution Manager - PERS  
Job Code: 8340

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.

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; 01/xx/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: ~~Assistant Director, Juvenile Hall~~ Senior Supervising Institution Manager - SFERS  
Job Code: 8578

### DEFINITION

Under general direction, the Senior Supervising Institution Manager ~~assists~~ facilitates and participates in the management and operation of San Francisco Juvenile Probation Department's Juvenile Hall detention institutional facilities, including the care, custody, safety, rehabilitation, and welfare of detained juveniles ~~detained at Juvenile Hall~~; ~~acts for the Director in his/her absence and performs related duties as required.~~

~~Requires responsibility for: Carrying out, interpreting, coordinating and enforcing existing institutional policies and methods for the Juvenile Hall; continuous personal contacts in situations involving the handling of difficult personal inter-relationships; preparing, approving, reviewing and maintaining institution records and reports. This position may require working nights, weekends and holidays.~~

### DISTINGUISHING FEATURES

The Assistant Director, Juvenile Hall Class 8578 Senior Supervising Institutional Manager is distinguished from the Director, Juvenile Hall in that the former assists the Director in all aspects of running the Juvenile Hall detention facility. It is distinguished from the Supervising Counselor position in Juvenile Hall in that the Assistant Director, Juvenile Hall performs at a 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 and directly supervises the Supervising Counselor, Juvenile Hall positions.

### SUPERVISION EXERCISED

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

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

Title: ~~Assistant Director, Juvenile Hall~~ Senior Supervising Institution Manager - SFERS  
Job Code: 8578

uation of goals and objectives ~~develop, implement and maintain an accurate MIS.~~

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 ~~by preparing annual environmental reports,~~ 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 that the conditions of confinement and quality of life meet the ACA and BOC standards.
5. Represents the interests of the Department at community meetings. ~~Monitors food service, school, safety and security, facility cleanliness and volunteer activities by evaluating the weekly, monthly, quarterly, semi-annual and annual reports and developing and initiating corrective action for each area of responsibility.~~
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8. Conduct workplace investigations and initiate disciplinary action as approved by the Chief Probation Officer. ~~Reviews, evaluates and makes recommendation regarding quarterly and annual staff assault reports and implements approved action.~~
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CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

**Title: ~~Assistant Director, Juvenile Hall~~ Senior Supervising Institution Manager - SFERS**  
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#### Education:

Requires ~~possession of a baccalaureate degree from an accredited college or university, with major course work preferably in psychology, sociology, criminal justice, social work, public administration or business administration or related fields.~~

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CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: ~~Assistant Director, Juvenile Hall~~ Senior Supervising Institution Manager - SFERS  
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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.

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SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

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

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