

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Juvenile Corrections Agent Supervisor

Class Code: 50222

Pay Grade: GK

A. Purpose:

Directs and supervises the juvenile classification and community services program in an assigned region to ensure juvenile offenders are placed in appropriate facilities and receive the necessary treatment and aftercare services.

B. Distinguishing Feature:

The Juvenile Corrections Agent Supervisor supervises Juvenile Corrections Agents and directs activities over an assigned geographic region.

The Juvenile Corrections Agent makes classification and placement recommendations and provides on-going case management and aftercare planning for juvenile offenders.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all function that may be found in positions of this class.)

1. Supervises subordinate staff to ensure the objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary action.
 - e. Conducts performance reviews and completes performance documents.
 - f. Makes case load assignments and provides technical assistance and support on unique or problematic cases.
2. Reviews and approves or denies initial classification decisions and placements of juvenile offenders to ensure juveniles are appropriately placed.
 - a. Reviews classification and placement recommendations.
 - b. Approves placement decisions or recommends alternatives to consider.
 - c. Initiates meetings with appropriate individuals to resolve classification and placement problems or issues.
3. Oversees aftercare programs and the aftercare revocation process in the region to ensure availability of services and consistency in revocation proceedings.
 - a. Develops community based programs and services for juveniles returning to their communities.
 - b. Reviews and approves requests to initiate revocation proceedings.
 - c. Provides technical assistance to staff on alternatives to revocation.
4. May maintain a caseload of juvenile offenders to carry out placement and aftercare activities.
 - a. Conducts intake, assessment, and classification for offenders on caseload.
 - b. Provides on-going case management and aftercare planning for juveniles in state institutional or private placement.
 - c. Provides aftercare supervision for offenders on conditional release.
 - d. Initiates aftercare revocation proceedings as needed.

5. Performs other work as assigned.

D. Reporting Relationships:

Reports to the Director of Classification and Community Services. Supervises Juvenile Corrections Agents.

E. Challenges and Problems:

Challenged to supervise staff in remote locations over a large geographic region, and ensure that classification and placement decisions are consistent and fall within operations memoranda and available resources. Further challenged to identify and develop needed services for juveniles on aftercare. This is difficult because of the wide range of services that are needed but may not be available in each community.

Typical problems resolved by the incumbent include dealing with complaints or concerns by parents or other affected parties; lack of detention space for offenders being revoked or unwillingness of local providers to take offenders; arranging for transporting offenders; and developing placements and case plans for special needs offenders.

F. Decision-making Authority:

Decisions made include selecting staff; providing case assignments and training; recommending disciplinary action; granting leave; performance review content; initial approval of placement in state facilities and private facilities; and approval or denial of requests to initiate revocation proceedings, for pick up and detention orders, and for transport to state facilities pending revocation.

Decisions referred include content of training disciplinary action, final approval on all placements, and final approval to revoke aftercare in contested cases.

G. Contact with Others:

Daily contact with judges, court services officers, states attorneys and law enforcement agencies to discuss status of cases and resolve problems; weekly contact with private and local service providers on development of aftercare services.

H. Working Conditions:

Typical office environment. Requires frequent travel in assigned region. Incumbent will have contact with juvenile offenders who can be aggressive and hostile.

I. Knowledge, Skills and Abilities:

Knowledge of:

- basic human needs, behaviors, and social skills;
- special problems and disturbances experienced by delinquent or miscreant youths,
- functions of all programs and living units in a facility for delinquent and miscreant youths,
- effective methods of supervision.

Ability to:

- communicate and document logically, accurately, and concisely all pertinent information and decisions;
- make proper responses to safety and security problems;
- supervise and train subordinates in a variety of duties;
- apply the applicable federal and state laws and regulations, and agency policies for the assigned program;
- understand criminal code, court procedures and other juvenile justice components and their functions;
- maintain composure under stressful conditions or tense situations and de-escalate the situation(s);
- maintain impartiality in dealing with juveniles and others.