

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

JUVENILE JUSTICE CHIEF OF SECURITY

POSITION CODE: 21965
Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, directs the security force and custodial programs; implements and maintains programs conducive to security and rehabilitative needs of the youth; assures security staff comply with policy and procedures, including Departmental Rules, Administrative Rules, and Institutional Directives.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises and directs Juvenile Justice Supervisors and shift operations; develops and maintains master and shift rosters, certifying proper utilization of security staff to meet the needs of the institution; determines personnel needs for each shift; trains and supervises subordinate staff in roster management and the maintenance of rosters; coordinates and supervises security and zone inspections.
2. Serves as a full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; acts as management representative at Employee Review Board hearings, or in other cases, acts as management representative at Employee Review Board hearings; acts as management representative at Employee Review Board hearings; prepares and signs performance evaluations; determines and recommends staffing needs.
3. Establishes and maintains overtime charts for security staff; certifies overtime is offered and equalized in accordance with policy and bargaining unit requirements; reviews and updates overtime charts to assist Juvenile Justice Supervisors in proper offerings; trains and monitors subordinate staff in the use of the Automated Equalization System and maintenance of overtime charts.
4. Collaboratively plans, administers and directs overall facility security activities, utilizing subordinate skill and initiative, resources, and innovative methods; enforces security procedures and preventive practices to enhance safety; coordinates group living and support for programming functions.
5. Prepares required records; provides documentation and gathers data related to Facility security; sets goals and establishes processes to achieve improved security; reviews incident reports and examines preventive measures to limit reoccurrence.
6. Conducts monthly affirmative attendance reviews for Juvenile Justice Supervisors; conducts periodic inspections of affirmative attendance reviews conducted by Juvenile Justice Supervisors to ensure timeliness, accuracy and appropriate corrective action (counseling, recommendation for placement on proof status, PSP referrals) is initiated; reviews and approves proof status placement of subordinate staff.

JUVENILE JUSTICE CHIEF OF SECURITY (Continued)

7. Ensures routine, random and unscheduled shakedowns of youth living areas are conducted and contraband is processed in accordance with established policy; monitors housing assignments and group living activities, schedules, personal hygiene, sanitation and security practices; certifies regular graffiti inspections are conducted and performs follow-up to ensure timely graffiti removal.
8. Conducts Security Summary Reviews for all youth being transferred outside the youth center, noting any special security concerns; advises the Chief Administrative Officer (CAO) on youth that would be considered for altered staff to youth ratio for transports; directs and reviews transportation scheduling and functions.
9. Serves as a Duty Administrative Officer; when assigned, shall be on-grounds each day during week-ends and holidays; returns to the facility immediately upon notification.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience *

**Requires either a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least two years of experience in the field of juvenile matters.

Additionally requires successful completion of three years' professional staff experience involving the care of youth in a State of Illinois Juvenile Justice facility, and providing for the safety, security and well being of youth and staff.

** Candidates must be over the age of 21.

Knowledges, Skills and Abilities

Requires thorough knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors.

Requires thorough knowledge of rules and regulations, post assignments, and specific procedures for carrying out work assignments.

Requires extensive knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns.

Requires extensive knowledge of basic first aid and emergency response protocols in order to deal with emergency situations.

Requires ability to prepare reports of unusual happenings, accidents or violations of rules by employees and youth.

Requires ability to remain current on all institution rules and regulations.

* The educational and age requirements are minima, in accordance with the Juvenile Justice Act, [730 ILCS 5/3-2.5-15 (b)].