

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

JUVENILE JUSTICE UNIT SUPERINTENDENT

POSITION CODE: 21985
Effective: 2-1-15

DISTINGUISHING FEATURES OF WORK:

Under administrative direction organizes, plans, implements, and reviews the procedures of the reception, classification and assignment of juveniles committed to the custody of the Illinois Department of Juvenile Justice; develops, implements and reviews the procedures to identify, orient, and evaluate juveniles; develops and implements policies and procedures for the preparation and maintenance of official and legal documents, reports, and records of the reception, classification, assignment and transportation of youths in the custody of the department; approves transfers and transportation of male juveniles; serves as full-line supervisor; serves as liaison to administrative staff, law enforcement and other agencies concerning program area; performs operational checks and inspections to enhance operational efficiency and adherence to legal standards; travels as necessary to meet the operational needs of the agency.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Organizes, plans, implements, and reviews the procedures of the youth reception, classification and assignment program; develops implements and reviews policies and procedures for the identification, orientation and classification of male juveniles; advises and participates in the establishment of an Administrative Review Date for juveniles in the custody of the department.
2. Develops and implements policies and procedures for the processing official and legal documents, reports, and records of the reception, classification, assignment and transportation of youths in the custody of the department; implements procedures to promote and enhance the accurate entry of records into the Juvenile Tracking System (JTS); reviews procedures to monitor that all legal mandates are met concerning medical and dental screenings, discipline and behavior and scheduling transportation.
3. Serves as 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; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.

JUVENILE JUSTICE UNIT SUPERINTENDENT (Continued)

4. Reviews the cases of and approves the transfers of male juveniles to and from the state's juvenile justice facilities, various special treatment program sites, medical facilities and other approved sites; coordinates writs and schedules the transportation of male juveniles for the department.
5. Implements policies and procedures to control the flow of incoming and outgoing information including the screening of documents; coordinates and conducts inspections of all the operations of the reception and classification retaining rooms and reports any suggestions or proposals to superiors.
6. Serves as liaison to youth in reception and classification centers, families, guardians, and court personnel providing information and locating educational, special needs and counseling services to youths; serves as liaison to and coordinates information with department's legal staff, law enforcement, courts, judges, States' Attorney and other agencies; travels as necessary to meet the operational needs of the agency.
7. Implements, performs and reviews system checks of reception, classification and assignment procedures; develops and files related reports for the administrative staff of the department and serves as liaison to administrative staff concerning program area; provides input and advice to superiors on budgetary matters.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in sociology, behavioral sciences, juvenile justice, correctional, law enforcement or a related field.

Requires prior experience equivalent to three years of progressively responsible experience in a public or private correctional setting.

Knowledges, Skills and Abilities

Requires extensive knowledge of agency programs and service objectives, activities and operational systems.

Requires extensive knowledge of staff utilization and employee motivation.

Requires extensive knowledge of labor and employment development.

Requires extensive knowledge of agency policies and procedures.

Requires thorough knowledge of public and business administration, principles and practices.

JUVENILE JUSTICE UNIT SUPERINTENDENT (Continued)

Requires thorough knowledge and understanding of individual and group attitudes, and general behavior of juveniles committed to a correctional facility or program.

Requires thorough knowledge of rules, regulations and requirements for the control of resident behavior.

Requires thorough knowledge of methods and techniques used in discipline of persons in a correctional setting.

Requires ability to develop and manage a supportive agency program.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

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

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

Requires ability to develop and maintain cooperative working relationships.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.