

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Adopt this resolution waiving minimum qualification for "possession of certificate of completion of Juvenile Counselor Core Training" and "possession of certificate of completion of PC832 Arrest, Search and Seizure" for the position of Senior Juvenile Supervisor; allowing the Probation Officer to appoint an otherwise qualified individual to that position; and approving attached revised class specification for that position which requires the "ability to obtain" rather than "possession of" these certifications.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

The existing class specification was created as part of the reclassification process, and the incumbent already possessed the above certifications as a result of her work in the Probation Department. It is unlikely that individuals employed in similar work would possess these specific certifications as required by the Probation Department although they would otherwise meet both the educational and experience requirements for the position. Revising the class specification will allow the department head to be able to appoint from a more broad applicant pool in order to fill any vacancies for this position that may occur from time-to-time in the future.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this revised class specification; successful recruitment for this position would be severely restricted.

Make any changes to this proposed revision as deemed necessary by the Board.

COSTS: (X) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 95-330 Ord. No. _____

Vote - Ayes: 4 Noes: _____

Absent: Toher Abstained: _____

Approved: _____ () Denied _____

Minute Order Attached: _____ () No Action Necessary _____

6127195, 7111195

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment


Returned for Further Action

Comment: _____

A.O. Initials: MB

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JEFFREY G. GREEN, County Counsel
FROM: MARGIE WILLIAMS, Clerk of the Board 
SUBJECT: Senior Juvenile Supervisor
Waiving Minimum Qualifications; Res. 95-330

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on July 11, 1995

ACTION AND VOTE:

Jim Moffett, Chief Probation Officer;
Resolution Waiving Minimum Qualification for "Possession of Certificate of Completion of Juvenile Counselor Core Training" and "Possession of Certificate of Completion of PC832 Arrest, Search and Seizure" for the Position of Senior Juvenile Supervisor; Allowing the Probation Officer to Appoint an Otherwise Qualified Individual to that Position; and Approving Revised Class Specification for that Position which Requires the "Ability to Obtain" Rather than "Possession of" these Certifications (Continued from 06/27/95)

BOARD ACTION: Jim Moffett provided background and discussed the difficulties in obtaining qualified applicants meeting the current minimum qualifications. Jim Moffett indicated that the individual hired to this position would ultimately be required to obtain the Certificates of Completion, but would not have to possess them prior to hiring. (M) Balmain, (S) Stewart, Res. 95-330 adopted/Ayes: Reilly, Balmain, Stewart and Parker; Excused: Taber.

cc: Nancy Kyle, Personnel Analyst
Ken Hawkins, Auditor
Jim Moffett, Chief Probation Officer
Mike Coffield, County Administrative Officer
Job Classifications Binder
File

MARIPOSA COUNTY

JOB TITLE: SENIOR JUVENILE SUPERVISOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To be responsible for the care, welfare, custody and transportation of juvenile law violators in the Mariposa County Juvenile Detention Facility. Under limited supervision, this class administers the day-to-day activities of the juvenile detention facility within a framework of established policies and procedures and is responsible for the scheduling and supervision of extra-help, on-call staff as required.

SUPERVISOR: Chief Probation Officer

TYPICAL DUTIES:

- Assists in interviewing, orientation, and training of extra-help staff.
- Supervises the work and is responsible for the scheduling and staffing the facility's on-call personnel.
- Assist deputy probation officers and probation staff in client casework.
- May assume responsibilities for other training, supervision, casework, and/or grant programs as assigned.
- Assists with planning, organizing, and supervising a program of work, study, and recreation for detainees in the County's juvenile hall.
- Oversees activities such as housekeeping chores, clothing issue, personal hygiene, meals, arts, crafts, and sports.
- Maintains good discipline and elicits cooperation from detainees.
- Assists with the conduct of individual, group, and family counseling and discussions.
- Admits, releases, and transports juvenile detainees; contacts parents, probation staff, law enforcement personnel, school officials, and others as required.
- Supervises visitor activities.

MARIPOSA: Senior Juvenile Supervisor

TYPICAL DUTIES: (Cont'd)

- Assists detainees with gaining insight into themselves and their relationships with family, peers, and adults.
- May assist Deputy Probation Officers in the development or treatment plans for detainees.
- Perform a variety of responsible clerical support functions including typing, filing, and telephoning, and maintaining necessary logs and reports.
- Assists in preparation and monitoring of Juvenile Hall budget, maintain statistics, and prepare reports to the state relative to OCJP grant funding, STC funding and others, as required.
- Observes and records information on detainee behavior, attitude, appearance, interests, and skills.
- Makes field visits with deputy probation officers and assist in search and seizure, if required, with minors placed on home detention.
- Remains alert for potential problems, and takes measures to reduce tension and avoid violence
- Obtains, processes, and documents urine samples.
- Performs other related duties similar to the above in scope and function.

EMPLOYMENT STANDARDS:

Possession of:

- ability to obtain a valid and appropriate California driver's license
- a safe driving record
- ability to obtain a certificate of completion of Juvenile Counselor Core Training
- ability to obtain a certificate of completion of PC832 Arrest, Search and Seizure

MARIPOSA: Senior Juvenile Supervisor

Possession of: (Cont'd)

- ability to obtain valid CPR and first-aid certificates.
- must be 21 years of age at time of appointment to be in compliance with California Youth Authority requirements
- applicants must successfully complete a background check and must be fingerprinted

Knowledge of:

- operating policies and procedures for the County's juvenile detention facility
- California Juvenile Court laws and regulations relative to the detention, care, and control of minors
- psychological, sociological and behavioral factors as they relate to delinquent children
- group dynamics, individual and group counseling, and behavior management, discipline, and control
- health and personal hygiene methods
- the care and custody of juvenile detainees
- principles of supervision and training

Ability to:

- respond constructively to juvenile detainees' behavioral problems
- supervise juvenile detainees in work, meal, and recreational activities
- anticipate and prevent overt acting-out behaviors directed at other individuals or property
- physically restrain minors and transport minors in custody
- understand and execute both oral and written instructions
- communicate effectively in both oral and written form
- supervise and provide training and work direction to others

MARIPOSA: Senior Juvenile Supervisor

Ability to: (Cont'd)

- establish and maintain effective and cooperative work relationships with other government agencies, other County departments, fellow employees, parents, and the general public
- prepare clear and concise log entries and documents including memos and reports to the Sheriff's Department, the Courts, and the State of California

MINIMUM QUALIFICATIONS:

- completion of 60 semester units or 90 quarter units of college study with major coursework in psychology, sociology, criminal justice, or a closely-related field, and three (3) years of increasingly-responsible experience in juvenile casework or supervising activities of delinquent youth in detention and/or residential settings.

Creation Date: 2/94 - App'd B/S 94-55
Revision Date: 6/95
SrJuven.frm