

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Rehabilitation Facility Superintendent

SERIES NUMBER

6142

MAJOR AGENCIES:

Youth Services only

EFFECTIVE:

04/26/2009

SERIES PURPOSE:

The purpose of the rehabilitation facility superintendent occupation is to manage all operations & programs of juvenile correctional facility.

Note: This classification is reserved for use by the Ohio Department of Youth Services only.

JOB TITLE

Rehabilitation Facility Superintendent

JOB CODE

61423

PAY GRADE

45

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The managerial level class works under administrative direction & requires thorough knowledge of management & security measures & safety practices associated with detention of juvenile offenders in order to plan, direct, coordinate & monitor all internal operations & programs for large juvenile correctional facility & supervise assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Rehabilitation Facility Superintendent	61423	EX	04/26/2009	45

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, directs, coordinates & monitors all internal operations & programs for large juvenile correctional facility, supervises assigned staff & formulates & implements institutional policies & procedures & ensures compliance with federal, state & departmental mandates & supervises assigned staff.

Establishes lines of authority & accountability (e.g., includes custody maintenance of business treatment & personnel); develops goals & objectives for facility &/or budget; conducts labor relations meetings & coordinates collective bargaining training for administrative staff; responsible for all hiring &/or firing of personnel.

Serves on panels, committees & working groups dealing with delinquency issues; maintains liaison with community & government agencies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management; supervisory principles/techniques; employee training & development; labor relations; security measures & safety practices associated with detention of juvenile offenders; state, federal & departmental rules, regulations & court orders governing custody & care of juvenile offenders; social or behavioral science or business administration applicable to assigned institution program area. Ability to deal with many variables & take specific action; formulate policies & procedures.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in business or public administration or social science (e.g., social work, psychology, criminology); 4 yrs. exp. in supervisory or management position (e.g., security, training & education, business) in juvenile correctional facility or adult correctional facility or juvenile/adult parole program or court/legal system; 18 mos. trg. or 18 mos. exp. in budgeting; 1 yr. trg. or 1 yr. exp. in labor relations.

-Or completion of undergraduate core program in business or public administration or social science (e.g., social work, psychology, criminology); 5 yrs. exp. in supervisory or management position (e.g., security, training & education, business) in juvenile correctional facility or adult correctional facility or juvenile/adult parole program or court/legal system; 18 mos. trg. or 18 mos. exp. in budgeting; 1 yr. trg. or 1 yr. exp. in labor relations.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to unpredictable behavior of juvenile offenders.