

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38623
Job Class Code:	660	Salary Schedule:	ASRYOUTH
EEO Category:	02	Grade:	20C
Workers Comp Code:	7720		

Job Code Established:	05/21/98	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Youth Parole Series

JOB CODE TITLE: YOUTH PAROLE SUPERVISOR

HRIS TITLE: YOUTH PAROLE SPV

CHARACTERISTICS OF THE CLASS: Supervises a metro parole office and/or one or more district parole office providing casework management for youth parolees. Plans, organizes, coordinates and evaluates staff work and activities. Develops, implements and conducts staff training. Assigns, reviews and evaluates cases. Gathers, compiles and prepares reports regarding programs. Plans, manages and controls operational budget and expenditures.

EXAMPLES OF DUTIES: Supervises youth parole officers in the performance of their duties. Provides training and conducts reviews. Reviews and approves warrants and placement of parolees in structured community programs. Acts as liaison with other state agencies (local law enforcement, school districts, mental health agencies, foster homes, etc.). Assists in program development, increases public awareness and promotes community relations. Reads and reviews intake materials and/or field assignment materials before assignment to field representatives. Reviews and makes determinations regarding in- and out-of-state travel requests for staff members. Composes correspondence dealing with matters that require considerable discretion and independent judgment replying to inquiries or requesting information. Write reports on activities of work unit. Conducts probable cause and/or preliminary hearings. Interviews and recommends applicants for hire in work unit. Prepares evaluations and recommends disciplinary actions. Instructs staff members in the use of complex systems of method, procedures, rules and regulations utilized by the agency. Attends supervisory or work management staff meetings to exchange information and participates in problem solving decision-making. Manages a parole office operational budget.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: case management, correction classification and the juvenile justice system and knowledge of rules and regulations, policies and procedures, and program activities established by the agency. State juvenile justice system. Growth and development needs and problems of youth. Dynamics of facilitating human behavior and crisis intervention. Principles and practices of d rehabilitation, casework, paraprofessional counseling and group activities.

Skilled in: conducting interviews; assessing needs of youth; providing constructive social adjustment programs; techniques and methods of rehabilitation; compiling and maintaining case summaries and records; recreation programs/activities, interpersonal relationships; oral and written communication.

Ability to: interpret and apply Federal and State laws, Agency rules and regulations, policies and procedures governing the security, care and treatment of youth. Effectively communicate youth and coworkers; perform individual and group paraprofessional counseling and assessments; analyze situations and take effective actions; and motivate and maintain youth interest in rehabilitation and recreations programs and activities.

SPECIAL SELECTION FACTOR: One year as a Youth Program Supervisor, or Youth Parole Officer III; OR five years of experience working with youth in organized activities or programs. 90 semester hours applicable toward a degree in social, behavioral or recreational sciences will substitute for three years of the required experience. Special Selection Factors: A current Arizona driver's license appropriate to the assignment is required at the time of appointment.