

CSC Adopted: May 2009, CSC Revised: June 2016; March 2018; November 2018
 Re-titled from Youth Security Counselor II

Class Title: Youth Detention Specialist II

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Under general supervision, this position is responsible for the safety, security, control, custody, care, and discipline of residents in secure detention. Maintains facility safety by stringently adhering to Juvenile Detention policies, procedures, and security measures within the facility.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	VH	Maintains safety and security by supervising youth, monitoring security cameras, responding to violent situations, implementing and enforcing policies and procedures, and maintaining behavioral norms for residents utilizing accepted behavioral management principals.
2	S	Interviews, screens, and counsels juveniles for admission into detention program; conducts orientation into detention.
3	S	Documents activities in a daily log, records, and prepares reports for the courts; trains college students, testifies in court, and transports residents to and from activities and appointments.
4	S	Serves as med-aide in the clinic; distributes and supervises the consumption of medication and documents as appropriate
5	L	Performs searches, monitor showering activities, and resident sleeping rooms.
6	S	May perform control room duties.
7	L	Performs other duties as assigned.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Any combination of education and experience equivalent to a bachelor’s degree from an accredited college or university with major course work in human services, criminal justice, or related field, or an associate’s degree and two (2) years’ experience working with youth; or a high school diploma or a General Education Development Certificate (GED) and four (4) years’ experience working with youth.
Experience	No experience required.
Certifications and Other Requirements	Valid Driver’s License. CPR Certification, Handle with Care Restraint Certification, First Aid Certification, Medication Certification within six months of hire. Must have the ability to work any shift (days/evenings/midnights) including weekends and be available to work overtime when required to meet operational needs.
Reading	Work requires the ability to read policies, procedures, training manuals, memorandums, and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, letters, correspondence, and assessments.
Managerial	Managerial responsibilities include planning, establishing, and supervising both educational and recreational activities for entire juvenile population.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision-making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, children, and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Supervising residents, teaching, conducting activities
Sitting	O	Supervising, counseling, meetings, in control room, driving
Walking	F	Supervising residents, teaching, conducting activities
Lifting	O	Furniture, office supplies, clothes, equipment, during CPR
Carrying	O	Office supplies, clothes, equipment, case files
Pushing/Pulling	I	Laundry carts, trash cans, restraining techniques
Reaching	F	Filing, restraining techniques, radio control board
Handling	F	Restraining techniques, supplies
Fine Dexterity	F	Typing, writing, operating control board
Kneeling	F	"Handle with Care" therapeutic restraints / techniques
Crouching	F	"Handle with Care" therapeutic restraints / techniques
Crawling	O	
Bending	F	"Handle with Care" therapeutic restraints / techniques
Twisting	F	"Handle with Care" therapeutic restraints / techniques
Climbing	R	Stairs, ladders
Balancing	R	On stairs, ladders
Vision	C	Supervision of residents, reading, computer monitor, driving
Hearing	C	Supervision of residents, communicating with personnel and general public
Talking	F	Supervision of residents, communicating with personnel and general public
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicle, general office supplies, fax machine, copy machine, calculator, telephone, security camera, computer, printer, standard Microsoft Windows and Office software, hand cuffs

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	S	Darkness or Poor Lighting	M
Physical Danger or Abuse	N		
Other	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 1 below)	

- (1) Detention Facility
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Rubber gloves, CPR face mask

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other	N