

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

## Class Title: Youth Detention Specialist III

### **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	L	Serves as lead worker for all shift activities including coordinating major work efforts and special projects. Provides direction to Youth Detention Specialists for daily assignments as well as the rules, regulations, policies, and procedures of the department.
2	L	Maintains safety and security by supervising youth and staff, monitoring security cameras, responding to violent situations and implementing and enforcing policies and procedures.
3	S	Interviews, screens, and counsels juveniles for admission into detention program; conducts orientation into detention.
4	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.
5	S	Serves as med-aide in the clinic; distributes and supervises the consumption of medication and documents as appropriate.
6	L	Performs searches, monitor showering activities, and resident sleeping rooms.
7	S	May perform control room duties.
8	L	Performs other duties as assigned.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. Associate’s or Bachelor’s degree in Human Services, Criminal Justice, or related field preferred.
Experience	Four years’ related experience; or three years’ related experience with an Associate’s or Bachelor’s degree.
Certifications and Other Requirements	Valid Driver’s License. First Aid/CPR Certification, and Handle with Care Restraint 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 social histories, policies and procedures, manuals, evaluations, reports and legal documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, letters, summaries and notes.
Managerial	Managerial responsibilities include organizing and planning presentations and group activities.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
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:**

<b>Sedentary</b> S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	<b>Light</b> L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	<b>Medium</b> M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	<b>Heavy</b> X H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	<b>Very Heavy</b> VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.
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**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	Making presentations, supervising group activities
Sitting	O	Desk work, driving
Walking	F	Supervising clients, to and from client sites
Lifting	O	Supplies and equipment
Carrying	O	Supplies and equipment
Pushing/Pulling	F	File drawers, carts, equipment
Reaching	F	For supplies
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, writing
Kneeling	F	During recreational activities
Crouching	F	Retrieving items from lower shelves
Crawling	O	
Bending	F	Retrieving supplies from lower shelves
Twisting	F	During recreational activities
Climbing	F	Stairs
Balancing	N	
Vision	C	Reading, computer monitor, driving
Hearing	C	Communicating with personnel and clients and on telephone
Talking	C	Communicating with personnel and clients and on telephone
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	M	Darkness or Poor Lighting	N
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

- (1)
- (2) Detention Facility

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, biohazard protection kit

**NON-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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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 (see 3 below)	N

- (3)