

**ASSISTANT DIVISION DIRECTOR'S DUTIES
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Sections 1320 and 1321
- RESCINDS:** Procedure Manual Item 3-8-J, dated 12/13/17
- FORMS:** None
- PURPOSE:** To define the basic job duties and responsibilities of Assistant Division Director (ADD) assigned to the Youth Leadership Academy (YLA).

I. GENERAL INFORMATION

- A. Plan, organize, coordinate and supervise the work of YLA operations within the scope and limits of general departmental policy and regulations.
1. Interprets YLA policy.
 2. Evaluates Supervising Juvenile Correctional Officers (SJCOs) and other staff assigned to YLA and completes/reviews all assigned performance evaluations.
 3. Conducts meetings as needed with SJCOs to outline expectations, set goals, plan, train, exchange information and assist the supervisors in any way possible.
 4. Reviews written material from YLA operations, as needed.
 5. May be designated in charge of YLA as an ADD as needed.
 6. Ensures that the **facility** is efficient in all operations and is consistent in operation with laws, court orders, Department policies, Department procedures and performance standards.
 7. Is the Administrator in Charge (AIC) once per week and/or as often as assigned, including weekend duty.
 8. Participates on oral boards, promotional interviews and other selection processes as required/needed.
- B. Develops rules and procedures for the operation of YLA.
1. Actively participates in administrative business of YLA.
 2. Conducts tours and gives speeches as required.
 3. Confers with and makes recommendations to the Probation Division

Director for changes in policy and procedures.

4. Accepts additional assignments as delegated by the Probation Division Director.
 5. Encourages and enforces standards of performance.
 6. Plans quarterly and yearly projected goals for YLA.
 7. Helps develop and control yearly budget for the division and/or makes budget recommendations to the Division Director.
 8. Ensures compliance with State and Federal laws and standards, as well as County and Departmental policies and procedures.
 9. **As designated, serves as the facility liaison to collaborative partners such as HCA – Medical, HCA – CEGU, OC Department of Education, Detention Ministries, Juvenile Court, etc.**
 10. **Ensures that Title 15 and Title 24 Standards as set by the Board of State and Community Corrections (BSCC) are followed throughout the facility.**
- C. Instructs and advises staff on methods of maintaining custody and security.
1. Ensures that important information reaches the appropriate employees via meetings, phone, memos, email, etc.
 2. Coordinates staff training with the YLA Division Director, Employee Development and Support Division and the YLA scheduler.
 3. Conducts training in cooperation with the Employee Development and Support Division.
- D. Is responsible for:
1. Providing complete 24-hour coverage of YLA and ensuring that there is sufficient staff to youth supervision.
 2. Delegating and supervising scheduling duties.
 3. Ensuring that all annual training requirements are met.
 4. Reviewing and approving annual vacation requests, compensatory time off and shift trades by assigned supervisors.
 5. Monitoring overtime.
 6. Maintaining YLA Key and Parking Card inventories and tracking assignments thereof.
- E. Consults with and advises assigned division personnel on unusual behavior and disciplinary problems.

1. Makes decisions and takes necessary action in any situation pertaining to the proper operation of YLA.
 2. Consults with SJCOs on recommended disciplinary action.
 3. Acts as the hearing officer for disciplinary hearings (DHOs), as needed.
- F. Provides probation officers, parole agents and other **facilities** with information pertinent to detention/treatment of individual cases.
- G. Confers with service personnel, medical staff, mental health staff and school staff to coordinate services to the units within YLA.

REFERENCES:

Procedures: 3-2-B Assistant Division Director's Duties-Juvenile Hall

J. Stokely

APPROVED BY: