



CLASS SPECIFICATION

Class Code: 60013753
Date Established: 08/2002
Last Reviewed: 02/2024
Last Revised: 02/2024
Last Title Change:
FLSA: non-exempt
Probation: 12 months

SHIFT SUPERVISOR

DEFINITION

Under general supervision, is responsible for the supervision of line staff in the direct observation, supervision, guidance, and general custodial care of juveniles in residence in a secure detention facility; and performs other related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in criminal justice, behavioral sciences, human services, or closely related field AND four years of full-time experience working in a juvenile detention facility or related field to include one year acting in a lead capacity; OR an equivalent combination of training and experience.

Must be at least 21 years of age at the time of application.

LICENSE OR CERTIFICATE

A valid Class C driver's license is required at the time of appointment and must be maintained for continued employment.

A CPR/First Aid and Blood Borne Pathogens certificate is required at the time of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Oversee the care, security, reporting, observation, supervision, and guidance of juveniles in residence.

Coordinate with all areas of the detention center to provide safety and security of the building including the kitchen, medical, mental health, maintenance and with any outside contractor or volunteer.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Interpret and provide input on policies, procedures, and work standards to ensure compliance by staff to foster consistency in operations and building operations.

Oversee and participate in defensive tactics to restrain youth from hurting themselves or others; provide direction and assistance in the de-escalation and use of force per department policy.

Complete, update and review reports, including documentation in case management system, incident reports, probable cause reports, intakes, and all other required documentation in a timely manner. This may also include police reports and referrals to social services agencies. Facilitate the exchange of information and promote consistency of operations between shifts and units.

Conduct shift change briefings for the flow of information from shift to shift.

Resolve grievances and/or problems that occur with detainees.

Oversee and supervise juveniles with mental health issues including acute suicidal actions, severe depression, and psychosis, making appropriate referrals to mental health evaluators for proper classification and placement.

Attend staff and management team meetings; participate in training programs.

Provide information to the Detention Manager and administration on their areas of supervision.

Direct operations and maintain security in detention during emergency situations until relieved of duty by the Detention Manager or Administration.

Adhere to OSHA and MSDS standards.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury, including periodic building inspections.

In the absence of medical staff, dispense medications and make decisions to access emergency care.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

County, departmental, and divisional policies, practices, and procedures relevant to area of assignment.

Laws, rules, and regulations related to area of assignment.

Principles and practices of safety and security.

Computer software specific to the department.

Ability to:

Effectively supervise, motivate, and develop staff; evaluate the performance of assigned staff and provide feedback in a timely manner.

Interpret and apply policies and procedures.

Perform multiple functions in periods of intense activity requiring a quick response and the application of appropriate procedures.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles of individual and group behavior.

Principles and practices of effective supervision.

State and local laws relating to juvenile justice, child welfare, and the court system.

Counseling skills and accepted practices for the guidance and rehabilitation of juveniles.

Intervention strategies to help provide the most appropriate assistance to youth.

Child and adolescent development.

Ability to:

Exercise sound judgment and make appropriate decisions in emergency and non-emergency situations, often with limited information.

Observe and record events accurately and concisely including proficient writing skills enabling the preparation of quality reports.

Perform crisis intervention and handle difficult situations and clients.

Apply interviewing and investigative techniques effectively.

Apply counseling methods and practices effectively.

Apply de-escalation techniques effectively.

Review information, identify problems and arrive at a logical conclusion.

Effectively manage emergency and/or stressful situations and interact with hostile clients in a calm, professional manner.

Effectively communicate and work with individuals from diverse socioeconomic, ethnic, and cultural backgrounds.

Maintain confidential information in accordance with legal standards and/or County regulations.

Write departmental and court reports.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to stand, walk, run, and lift while supervising and observing youths. Strength and dexterity of a degree to be able to restrain a youth if necessary. Sufficient sensory acuity to be able to detect smoke/fire or contraband being used or carried by detained youth. Sufficient vision to be able to observe youths in programs and/or detention activities and hearing skills for purposes of monitoring and communicating with juveniles, other department staff and the public.

Successful completion of Defensive Tactics annually for continued employment in this classification.

Successful completion of Department approved and mandated training for continued employment in this classification.

Will work outside traditional business hours to include evenings, weekends, and holidays and requires flexible work schedules. Mandated work schedules may be required.

Must submit to a TB test at own expense upon offer of employment.

Employment is contingent upon the successful completion of a background investigation.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.