



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

JUVENILE SERVICES REGIONAL MANAGER

Job Number: 20001176

Job Code: 22740V230916

Job Group: 2200 - CORRECTIONS

Job Established: 04/16/1999

Job Revised: 09/16/2023

Grade: 18 Salary (MIN - MID):

\$33,091-\$49,637 - Hourly

\$5,377.30-\$8,066.02 - 37.5 Hr. Monthly Salary

\$5,735.78-\$8,603.76 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under administrative direction, provides overall management for all Department of Juvenile Justice community-based programs including services to juveniles in a juvenile justice region; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

A master's degree in social work, sociology, juvenile justice, corrections or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Must have five years of professional experience in providing services to juvenile offenders and/or adult offenders.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

A bachelor's degree supplemented by two years of professional social work experience will substitute for the required master's degree.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responsible for the development, oversight and evaluation of Department of Juvenile Justice juvenile services programs in a defined geographic region. Provides ongoing consultation to program directors on matters of program operations and services through phone contact, meetings and on-site visits. Provides direct assistance and support to program directors in correcting operations deficiencies and developing quality services. Stays abreast of the current theory and practice in juvenile prevention, intervention, and rehabilitation. Responsible for monitoring of programs compliance with departmental policy. Supervises and evaluates district supervisors or program directors job performance. Compiles quarterly reports on region program operations. Interprets policy. Monitors budget. Oversees training of region staff. Coordinates agency initiatives and represents Department in meetings with service providers. Provides coverage for district supervisors in emergency situations.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Performs job duties in an office and makes frequent visits to offices and facilities within the region. Required to be on call.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.