

# YOUTH SERVICES POLICY

<b>Title:</b> Hiring, Reallocation to or Promotion of a Juvenile Justice Specialist	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.10
<b>Page 1 of 5</b>	
<b>References:</b> ACA Standards 2-CO-1C-9, 2-CO-1C-10, 2-CO-1C-12, 2-CO-1C-13, 2-CO-1C-14, 2-CO-1C-18, 2-CO-1C-19, 2-CO-1C-20, and 2-CO-1C-21 (Administration of Correctional Agencies); 4-JCF-6C-01, 4-JCF-6C-05, 4-JCF-6C-06 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policies A.2.1 "Employee Manual"; A.2.7 "Drug-Free Workplace"; A.2.13 "Americans with Disabilities Act - (Employees, Applicants, Candidates, Visitors)"; A.2.18 "Criminal Record Check"; A.2.26 "Hiring and/or Promotional Interviews"; A.2.47 "Equal Employment Opportunity"; Civil Service Rules, Chapters 22 and 23, and Index of Essential Job Functions	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Otha "Curtis" Nelson, Jr., Deputy Secretary	<b>Date of Approval:</b> 07/18/2023

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish a formal policy regarding the hiring of, reallocation to or promotion of qualified employee(s) to a Juvenile Justice Specialist (JJS) position located at YS Secure Care Centers for Youth.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Youth Facilities Director - Statewide, Facility Directors, facility administrative staff, and Hiring Boards delegated by the Facility Director and Regional Managers.

**IV. POLICY:**

It is the Deputy Secretary's policy to provide for the systematic selection of candidates for the JJS series consistent with Equal Employment Opportunity goals and Americans with Disabilities Act requirements.

**V. JJS APPLICATION PROCESS:**

- A. Each unit is responsible for maintaining JJS applications for 90 days after the closing date.
- B. Office of Juvenile Justice (OJJ) Human Resources (HR) shall ensure the applicant meets the minimum qualifications prior to forwarding the applicant pool to the Facility Director/Regional Manager.
- C. When the interview process is complete, the appropriate documents shall be submitted to OJJ/HR for processing.
- D. Selective certification in order to meet the agency needs requires the approval of the Undersecretary or the Deputy Secretary, as well as the Department of State Civil Service.

**VI. CANDIDATES ELIGIBLE FOR A JJS 1/2/3:**

- A. JJS 1/2/3 positions shall be hired on a noncompetitive basis. JJS position levels are determined through review of the application for qualifications by Louisiana State Civil Service.
- B. Should an applicant wish to be considered for employment at more than one secure care facility/regional office, a separate application must be submitted for each job posting of interest. Applications are valid for 90 days from the closing date. Applications from a continuous posting are valid for 180 days from the eligibility date.
- C. Hiring Requirements for a JJS 1/2/3
  - 1. Have valid drivers license,
  - 2. Pass the Diana Screen, and complete Secondary Screening if necessary,
  - 3. Pass the health screen,
  - 4. Pass a drug test,
  - 5. Pass a criminal records check, to include: no convictions of a misdemeanor crime of domestic violence or a felony, or be under indictment on a felony charge unless relief from the disabilities imposed by state and federal laws has been granted,
  - 6. Complete and pass an oral interview, and
  - 7. Be able to perform essential functions of the job. (Such performance may be assisted by accommodation to overcome disability if the accommodation is reasonable and feasible.)

A conditional offer of employment may be made contingent upon the candidate passing a health screen, a drug test and a criminal records check.

**D. Interview and Hiring Process**

The JJS Hiring Board shall consist of two to five members appointed at the discretion of the Facility Director/Regional Manager. Members shall have appropriate employment experiences and knowledge of the position's job description in order to accurately describe to the applicant the type of work entailed for a JJS 1/2/3. Board members shall also have appropriate training on the interview process in accordance with YS Policy A.2.26.

During the interview process, applicants shall:

1. Complete the additional questions to be included during the interview for JJS positions, per Attachment A.2.10 (b).
2. Receive rating on the attributes listed on the JJS 1/2/3 Hiring Board Evaluation Form [see Attachment A.2.10 (a)], with consideration given to the following:
  - a. Civil Service Application,
  - b. Essential Functions Form/Job Requirements Consideration,
  - c. Criminal Records Check,
  - d. Driver's License Check,
  - e. Law Enforcement Supplement (see attachment),
  - f. Experience (history),
  - g. Education/Training/College,
  - h. Judgment,
  - i. Decisiveness,
  - j. Confidence,
  - k. General Appearance,
  - l. Verbal Skills,
  - m. Written Language Skills, and
  - n. Interpersonal Skills.

**E. Newly Hired Employees**

OJJ HR will send a list of newly hired OJJ employees to DCFS on the first and the fifteenth of each month. Should the designated date fall on a non-working day, the list will be sent on the closest regularly scheduled work day immediately preceding the designated send date. In the event of a violation, OJJ will be immediately notified; otherwise, a quarterly review of submissions will be sent to the Undersecretary, Deputy Undersecretary or designee(s) of the results for record keeping and auditing purposes.

Notification of hire must be received in HR no later than 12pm on the last working day prior to the list being sent to DCFS for screening. Should notification be received in HR of a pending new hire after this deadline, or the number of allowable submissions to DCFS have been exceeded, that applicant will be added to a future submission

**VII. EMPLOYEES ELIGIBLE FOR REALLOCATION TO JJS 2:**

A. Each unit shall maintain a written policy and guidelines for reallocation to a JJS 2.

B. List of Eligibles:

The OJJ HR will send a list of eligibles for the JJS 2 to the Facility Director/Regional Manager from the LA Careers posting after position announcements expire.

C. Minimum Reallocation Requirements include:

1. Successfully completed a six month probationary training period.
2. Achieved a Successful or above Performance Evaluation Rating.
3. Be able to perform essential functions of the job (such performance may be assisted by accommodation if the accommodation is reasonable and feasible).
4. Meet the minimum qualification requirements for the position.

**VIII. EMPLOYEES ELIGIBLE FOR REALLOCATION TO JJS 3:**

A. Each unit shall maintain written policy and guidelines for reallocation to a JJS 3.

B. Lists of Eligibles:

The OJJ HR will send a list of eligibles for the JJS 3 to the Facility Director/Regional Manager from the LA Careers posting after position announcements expire.

C. Minimum Reallocation Requirements include:

1. Successfully completed a one year probationary training period.
2. Achieved a Successful or above Performance Evaluation Rating.

3. Be able to perform essential functions of the job (such performance may be assisted by accommodation if the accommodation is reasonable and feasible).
4. Meet the minimum qualification requirements for the position.

Reallocation to a JJS 3 requires all of the above, as well as one (1) year of experience.

**IX. EMPLOYEES ELIGIBLE FOR PROMOTION TO A JJS 4, 5, 6 AND 7:**

- A. Each unit shall maintain written policy and guidelines for promotion to a JJS 4, 5, 6 and 7.
- B. The OJJ HR will send a list of eligibles to the Facility Director for JJS 4, 5, 6 and 7 from the LA Careers posting after the position announcements expire.
- C. Minimum Promotion Requirements:
  1. Achieves a Successful or above Performance Evaluation Rating.
  2. Be able to perform essential functions of the job (such performance may be assisted by accommodation if the accommodation is reasonable and feasible).
  3. Meet minimum qualification requirements for the position.
  4. Must pass a drug test.
- D. Interview and Promotion Process:
  1. The Promotion Board for the selection of employees for promotion to a JJS 4, 5, 6 or 7, shall be comprised of a minimum of three members, including one facility administrative staff. The other members should reflect the workforce diversity of the facility and shall have appropriate training on the interview process.
  2. Candidates for promotion shall be interviewed and selected based on the minimum promotional requirements along with factors relating to experience, confidence, management and leadership skills.

**Previous Regulation/Policy Number:** A.2.10

**Previous Effective Date:** 07/15/2022

**Attachments/References:** A.2.10 (a) JJS Hiring Board Evaluation Form – May 2012.docx  
A.2.10 (b) Additional Questions to be included During Interview for JJS Positions – May 2012.docx  
A.2.10 (c) Conditional Offer of Employment July 2022.doc

**JJS HIRING BOARD EVALUATION FORM**

Board Member Name(s): 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_  
 (Print)  
 4) \_\_\_\_\_ 5) \_\_\_\_\_ Date: \_\_\_\_\_

<b>Option 1 (Pass/Fail)</b>														
<b>Essential/Mandatory Criteria</b>	<b>APPLICANT NAMES</b>													
	Essential Functions Form/Job Requirements Consideration													
Criminal Records Check														
Driver's License Check														
Accuracy of Information														
<b>PASS/FAIL</b>														

<b>Option 2 (Second Interview – maximum of 3 points per factor OR pass/fail)</b>														
Experience (History)														
Education/Training/College														
Judgment														
Decisiveness														
Confidence														
General Appearance														
Verbal Skills														
Written Language Skills														
Interpersonal Skills														
<b>TOTAL SCORE</b>														
Military (Optional Bonus Points)														
<b>Overall Recommendation</b>														

**Additional Questions to be included During Interview for  
JJS Positions**

1. Have you ever been convicted of a felony?       Yes       No  
If yes, what crime and when? \_\_\_\_\_
  
2. Have you ever used any illegal drugs?       Yes       No  
If yes, what drugs have you used? \_\_\_\_\_  
Date of last usage? \_\_\_\_\_
  
3. Would you submit to a drug test as a condition of employment?  
 Yes       No
  
4. Do you have transportation to work?       Yes       No
  
5. Are you willing to work around persons who may have AIDS, T.B., or hepatitis?       Yes       No
  
6. Are you willing to comply with Youth Services' dress code? (YS Policy No. A.2.15)       Yes       No
  
7. Do you have any relatives employed with Youth Services?  
 Yes       No  
If so, please state their names and where they are employed.  
\_\_\_\_\_  
\_\_\_\_\_
  
8. Do you have any relatives in the custody of or supervised by the Office of Juvenile Justice?       Yes       No
  
9. Are you available to work nights, weekends, or holidays?       Yes       No  
If no, what prevents you from being available?

**OFFICE OF JUVENILE JUSTICE  
CONDITIONAL OFFER OF EMPLOYMENT**

The Office of Juvenile Justice

\_\_\_\_\_  
(Unit/Facility)

offers the position of

\_\_\_\_\_  
(Position Title/Number)

to \_\_\_\_\_ at the rate of \$ \_\_\_\_\_ bi-weekly

(Applicant Name)

Your appointment status will be: (ALL appointments, other than Permanent and Unclassified/Instructional may be terminated at any time)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Permanent                    | <input type="checkbox"/> Probationary (12 to 24 months) | <input type="checkbox"/> WAE-Classified |
| <input type="checkbox"/> Unclassified/Regular         | <input type="checkbox"/> Job _____ Months               |   |
| <input type="checkbox"/> Unclassified/Instructional   | <input type="checkbox"/> Student                        |   |
| <input type="checkbox"/> Provisional (up to 6 months) | <input type="checkbox"/> WAE-Unclassified               |   |

And is subject to the following **CONDITIONS OF EMPLOYMENT:** (Agency representative checks those conditions that apply)

- 1. You must meet all qualification requirements of the position. **This includes providing all necessary documents (to include valid Driver's License) to verify credentials prior to the effective date.**
- 2. You must pass the pre-employment drug screen. **Individuals selected for employment shall not be hired prior to receiving drug screen results and pre-employment physical, if applicable.**
- 3. You must have an acceptable NCIC and/or IS background check.
- 4. You must provide a copy of your Selective Service registration card if you are a male between the ages of 18 and 26.
- 5. You must provide an original Social Security card or your request for a duplicate card from the Social Security Administration.
- 6. You must agree to direct deposit of your wages and/or compensation into either a checking or savings account and provide account verification with an acceptable Financial Institution.
- 7. You acknowledge and understand that it is the policy of the OJJ to recoup overpayments, and that, if overpaid; the overpayment may be recouped in future pay period after notification and in accordance with the recoupment policy.
- 8. If you are placed in a job which contributes to a retirement system (such as LASERS, TRSL, etc) and do not pay into social security, a possible reduction in your future social security benefit entitlement may be affected.
- 9. You must have acceptable Louisiana Child Abuse Registry and Diana Screening results, and successful completion of a Secondary Screening, if applicable.

10. **You acknowledge and understand that if your adjusted gross income (AGI) is less than a certain amount per the Internal Revenue Service's income and family size guidelines, you may be eligible for the Earned Income Tax credit (EIC). Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return.**

11. Other: \_\_\_\_\_

Offer made by:

\_\_\_\_\_  
Designated Agency Representative  
(Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**I agree to comply with the conditions of employment stated above and I can report for work on**

\_\_\_\_\_ **pending result of drug screening and criminal background checks.**

(Tentative date)

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)