

# 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 4</b>	
<b>References:</b> ACA Standards 2-CO-1C-9, 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 Opportunity Employer"; Civil Service Rules, Chapters 22 and 23, and Index of Essential Job Functions	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 05/15/2012

**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, Facility Directors, facility administrative staff, and Hiring Boards delegated by the Facility Director.

**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. Department of Public Safety (DPS) Human Resources (HR) shall ensure the applicant meets the minimum qualifications prior to forwarding the applicant pool to the Facility Director.

- C. When the interview process is complete, the appropriate documents shall be returned to COHR for processing.
- D. Selective certification in order to meet the facility 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:**

- A. JJS 1 positions shall be hired on a noncompetitive basis.
- B. Should an applicant wish to be considered for employment at more than one secure care facility, a separate application must be submitted for each job posting of interest. Applications are valid for 90 days from the closing date.
- C. Hiring Requirements for a JJS 1
  - 1. Have valid drivers license,
  - 2. Pass physical examination,
  - 3. Pass drug test,
  - 4. Pass criminal record check,
  - 5. Have 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 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 physical examination, 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. 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. Board members shall also have appropriate training on the interview process in accordance with YS Policy A.2.26. Applicants shall be rated on the attributes listed on the JJS 1 Hiring Board Evaluation Form [see Attachment A.2.10 (a)], with consideration given to the following:

1. Civil Service Application,
2. Essential Functions Form/Job Requirements Consideration,
3. Criminal Records Check,
4. Driver's License Check,
5. Law Enforcement Supplement (see attachment),
6. Experience (history),
7. Education/Training/College,
8. Judgment,
9. Decisiveness,
10. Confidence,
11. General Appearance,
12. Verbal Skills, and
13. Written Language Skills, and
14. Interpersonal Skills.

**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 DPS HR will send a list of eligibles for the JJS 2 to the Facility Director 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.

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

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

B. Reallocation to a JJS 3 requires all of the above under Section VII, as well as two (2) years of experience.

C. Lists of Eligibles:

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

**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 DPS 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:** 03/08/2010



**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



DPS&C Law Enforcement Supplement 03-10.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?

## Department of Public Safety and Corrections Law Enforcement Supplement

This supplement must be submitted with an agency application or the Agency Employment Questionnaire (SF 10E) by all applicants for law enforcement related positions. The information solicited on this supplement shall be used only as an investigative and identification aid to evaluate your suitability for appointment with this agency. Your express written consent must be given for release of information contained herein, provided that if our investigation discloses participation in criminal acts on your part in unlawful or illegal activities, this guarantee of confidentiality is null and void.

PLEASE PRINT OR TYPE

Name: (First, Middle, Last) \_\_\_\_\_

List any other names you have used: \_\_\_\_\_

SS#: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

If additional space is required to complete answering a question, use *the reverse* side of this form.

List previous home addresses for the past ten years in chronological order. Account for all time.

Date (Mo/Yr)	Address
_____	_____
_____	_____
_____	_____

Do you possess a valid driver's license? ____ Yes ____ No	Driver's License #: _____	State: _____	Date Issued: _____	Expiration Date: _____
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Have there been any judgments against you as a result of an accident? \_\_\_\_ Yes \_\_\_\_ No

Have you had your driver's license suspended or revoked? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been arrested or convicted of any law violation, including federal or state fish and game Laws? (Exclude minor traffic violations) \_\_\_\_ Yes \_\_\_\_ No

Explain "Yes" answers below: give details, reasons, dates, locations, etc. (If you need additional space, use the reverse side of this form.)

Have you served in the military? ____ Yes ____ No	Branch: _____	Dates of Service: _____	Highest Rank Attained: _____	Type of Discharge: <i>(Attach copy of DD214)</i>
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List any organizational affiliation to which you belong and include full name and address. (Exclude any church organizations.)

Have you ever worked for a law Enforcement-related agency? ____ Yes ____ No	If yes, give locations and dates. If rejected, give date you applied and reasons for rejections, if known:
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List three persons who may be contacted for professional and/or character references:

1	Name _____	Address _____	Telephone # _____	Place of Employment _____
2	Name _____	Address _____	Telephone # _____	Place of Employment _____
3	Name _____	Address _____	Telephone # _____	Place of Employment _____

I certify that the answers I have given to all questions in this application are complete and true to the best of my knowledge. I know that any misrepresentation herein may cause my application to be rejected, my name removed from the eligible register and/or subject me to dismissal from state service.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date