

Class Specification
for the Class:

CHILDREN & YOUTH PROGRAM DEVELOPMENT OFFICER
(CHLDRN & YOUTH PRGM DEV OFFCR)

Class Distinguishers:

Managerial Responsibility: This class reflects responsibility for managing the program development and evaluation activities of the Office of Youth Services (OYS) which provides statewide services and programs for youth-at-risk, age 8 to 24 years, and youth housed at the Hawaii Youth Correctional Facility (HYCF) through the provision of prevention, intervention, rehabilitation, and treatment services. The sole position in this class has considerable involvement in policy formulation and program implementation and supervises a staff of Children and Youth Program Specialists and Corrections Program Specialists involved in a wide range of programmatic activities.

Complexity: The work of this class involves providing administrative leadership and program direction in the planning, development, coordination, research, implementation, monitoring and evaluation of a broad spectrum of statewide children and youth services (e.g., residential services, prevention programs, troubled youth services, emergency crisis shelter services, and outreach/tracking services) to prevent delinquency and reduce the incidences of recidivism.

Personal Contacts: The work involves extensive public contacts with other State, federal, and county agencies; non-profit organizations; and community-based groups to facilitate and encourage cooperation regarding delinquency prevention, juvenile justice, and other youth-oriented issues.

Supervision Received: The sole position in this class works under the general direction of the Executive Director of the OYS. The position performs its duties and responsibilities independently, consulting with the Executive Director only when difficult or unusual situations, which are not covered by clear precedents, arise.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Pertinent State, federal, and county laws, rules, regulations and policies; governmental organizations, functions and interrelationships; community organizations and resources and the services they provide; the characteristics and needs of children and youth; philosophy, principles, concepts, trends and practices of juvenile justice and youth development work; management principles and practices as they relate to program planning and evaluation, effective work organization and staff

utilization, and budget preparation and execution; report writing; program evaluation and research strategies and methodology; and principles and practices of supervision.

Ability to: Plan, organize, direct, coordinate and manage the program development functions and activities of a statewide program which provides a broad spectrum of services for children and youth; formulate policies, standards and guidelines; plan and conduct management studies for program planning and evaluation purposes; analyze and define problems and develop feasible solutions; prepare clear and concise reports, correspondence, bills/legislation, and testimony; speak effectively to groups and individuals; and establish and maintain effective working relationships with governmental and private agencies.

Examples of Duties: *(The sole position in this class may not be assigned all of the duties listed nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plan, organize, direct, coordinate and manage the program development functions and activities of the OYS.
2. Develop comprehensive short- and long-term plans to meet program goals and objectives regarding juvenile justice and youth services in the state.
3. Coordinate and oversee the development and implementation of policies, procedures, and administrative rules that guide and define how programs and services are managed.
4. Plan, direct, and coordinate evaluation and research initiatives that support program objectives.
5. Oversee the evaluation of programs and direct activities that improve the quality and efficiency of services.
6. Direct the planning, development, preparation, and implementation of all Requests for Proposals (RFP) for OYS.
7. Serve as a technical advisor to the Executive Director of OYS in areas such as policy formulation, program implementation, program funding strategies, and general operational concerns.
8. Supervise and provide technical and consultative support to program specialists.

9. Recruit staff, evaluate their performance, make recommendations for job improvement, and take appropriate personnel actions to maximize the productivity and work quality of staff.
10. Direct and coordinate staff development and training programs.
11. Participate in divisional, departmental and executive branch-level meetings regarding policies and services for youth.
12. Develop and maintain effective liaison with representatives of State, county, federal, and private agencies to facilitate and encourage cooperation and coordination with respect to delinquency prevention, juvenile justice and other youth-oriented issues.
13. Initiate, review, analyze and monitor legislation (State and federal) and recommend appropriate action; prepare legislative testimonies, and coordinate responses to legislative requests on juvenile justice and youth related issues.
14. Monitor national information on current juvenile justice and youth related issues and programs that may have implications for youth services in Hawaii.
15. Collect, analyze, and distribute information and data on local juvenile justice and youth trends and issues.
16. Provide technical and consultative support to the Hawaii Youth Correctional Facility (HYCF).

This is an amendment to the specification for the class CHILDREN AND YOUTH PROGRAM DEVELOPMENT OFFICER (CHLDRN & YOUTH PRGM DEV OFFCR), effective February 16, 1988.

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for RYKER WADA, Director
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