



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 4304

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**DEPUTY DIRECTOR, DIVISION JUVENILE SERVICES**

GRADE O

**SCOPE OF WORK:**

Work involves coordinating a continuum of services to juvenile offenders through community and residential-based programs under the principles of least restrictive environment and community safety.

**DUTIES PERFORMED:**

- Manage the daily operations of DJS Regional Offices; coordinate office locations and operations such as leasing space, office equipment and program budgets; implement operations policies and procedures.
- Review and monitor overall budget.
- Select regional staff; assign, monitor, and evaluate the work of staff.
- Direct the interface of regional community resources for the treatment needs of youth.
- Develop and monitor goals and objectives for the region in conjunction with overall DJS goals and objectives; assist in the development and implementation of statewide DJS policies and procedures; assist with the assessment, development and implementation of performance standards to achieve strategic plan.
- Provide a process to oversee the development of community based correctional treatment plans and programs; assist regional staff with the implementation of these plans and programs.
- Conduct site assessment visitations to regional offices to conduct staff meetings, provide supervision, complete record reviews, and collect data and information to determine program effectiveness and compliance.
- Develop training curricula and programs as well as provide technical advice; interpret complex state and federal laws; provide procedural steps to regional staff to enhance their skills in resolving problems related to these areas.
- Serve as Privacy and Security Officer; maintain Health Insurance Portability and Accountability Act compliance for the Division.
- Oversee risk management requirements for the region; serve as a member of the Department of Corrections and Rehabilitation Loss Committee; arrange annual risk management site surveys and respond to any risk management issues that may arise; complete annual discount applications.
- Serve as a member of the North Dakota Attorney General's sex offender risk assignment committee; coordinate the juvenile victim notification program.
- Oversee Policy Academy efforts on improving services to juveniles with mental health and substance abuse disorders; provide community-based oversight to the Treatment Development Team.
- Serve as a member of the computerized recordkeeping workgroup that provides on-going review and updating of the Juvenile Management Information System.

- Participate in local, regional, state, and national meetings related to juvenile corrections and review current research in the field.
- Serve as a member of committees that deal with special education and child welfare issues.
- Resolve grievances filed by juveniles and/or parents.
- Oversee regional office participation in annual Child and Family Services Reviews; respond to Department of Human Services regarding outcomes of reviews.
- Compile, analyze, review, and report on DJS recidivism.
- Provide technical assistance to other states and/or organizations regarding the Division; respond to any general requests for information on Juvenile Services.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in social work, counseling, sociology, psychology, criminal justice, juvenile justice, or another degree with coursework closely related to the duties performed and five years of professional work experience providing case management services to adjudicated youth in a facility or community based correctional setting. Two years of experience must have been in a supervisory or progressively more responsible capacity. A master's degree in one of the above fields may substitute for one year of experience.

Effective Date: 7/98

Rev: 10/00 – class code changed from 4129 to 4304

Rev: 8/06 – Revised min quals

Rev: 7/07 – Updated duties, factoring and grade level

Rev: 7/12 – Conversion to Hay System