



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
11.6.2025

Agency: Oregon Youth Authority

Facility/Operational Area: Rogue Valley YCF

☐ New

☒ Revised

This position is (Service Type):

- ☐ Classified (C)
☐ Unclassified (U)
☐ Executive Service (Z)
☐ Supervisory
☐ Non-Supervisory
☐ Management Service (X)
☒ Mgmt Svc - Supervisory (MMS)
☐ Mgmt Svc - Managerial (MMN)
☐ Mgmt Svc - Confidential (MMC)

SECTION 1. POSITION INFORMATION

a. Classification Title: Youth Facility Supervisor 2

b. Classification No: X7004

c. Effective (Established) Date: 7/1/99

d. Position No: 0797137

e. Working Title: Living Unit Manager 2

f. Agency No: 41500

g. Section Title: Alpha

h. Budget Auth No: 000681420

i. Employee Name:

j. Union Repr. Code: ☐ AFSCME (ACC)
☐ SEIU (OXNI)
☐ SEIU (OAI)

k. Work Location (City/County): Grants Pass / Josephine

l. Supervisor Name: Gene Merrill

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☒ Exempt ☐ Non-Exempt If Exempt: ☒ Executive ☐ Professional ☐ Administrative
o. Eligible for Overtime: ☐ Yes ☒ No

p. Eligible for PERS Police and Fire Designation per **ORS 238.005**:

☒ Yes ☐ No

ORS 238.005(19)(t) Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

OR

☐ Yes ☒ No

ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers.

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18th birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 950 staff and operate with a biennial budget of approximately \$405.5 million Total Funds, of which approximately \$307.4 million is General Fund.

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.**

This position is part of the OYA Facility Services which provides secure custody and reformation programming in 10 facilities located throughout Oregon for youth who would represent an unacceptable public safety risk in less- restrictive environments. OYA facilities' programming promotes youth accountability, youth participation in evidence-based treatment, educational and vocational achievement, victim restitution, and community service.

All positions engage in the development and maintenance of a Positive Human Development culture. This culture provides a physically and emotionally safe and secure environment, fosters caring and supportive relationships, provides high expectations and accountability, and encourages meaningful participation and connection to communities with the goal of public safety and positive youth outcomes.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement, "The primary purpose of this position is to:"**

This position manages the daily operations and logistics of a 24/7 close custody living unit and assists the Superintendent in daily operations of the youth correctional facility. It directs and supervises unit staff who provide daily supervision, control and treatment of adjudicated youth at OYA and youth from the Department of Corrections in a secure correctional facility. Takes action to ensure the safe, effective and efficient operation of the living unit and facility through the use of policy, procedures, preparation of budget request, controls and accountability of delegated responsibility. Assists the Superintendent and Administrative Team with strategic planning for the facility and the agency. It facilitates the OYA Performance Management System (OPMS) for the facility, oversees Living Unit Performance based Standards (PbS), and Prison Rape Elimination Act (PREA) Compliance. Performs Officer-of-the-Day (senior manager-in-charge) duties.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:

Perform position duties in a manner that aligns with the agency's core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

% of Time	N/R/NC	E/NE	DUTIES
55%	NC	E	Living Unit Operations & Staff Supervision <ul style="list-style-type: none"> Manage the daily operations of a 24/7 close-custody living unit, ensuring safety, structure, and consistency. Supervise and support assigned unit staff, including Group Life Coordinators (GLCs), Case Coordinator, and Skills Development Coordinator. Conduct regular one-on-one check-ins and supervisory conferences with all staff, with increased frequency for new or developing employees. Provide coaching, mentoring, and performance feedback based on direct observation of staff interactions with youth, across all shifts. Develop and maintain a schedule for supervisory reviews and document all performance-related discussions. Schedule and facilitate regular staff meetings to provide coaching, reinforce expectations, share updates, and promote team cohesion. Complete all required Human Resources documentation, including payroll, FMLA, SAIF, and performance appraisals. Ensure all newly assigned employees complete facility orientation and are trained on facility and unit-specific rules, procedures, and policies.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> • Monitor and ensure staff completion of all required trainings, including annual refreshers and Workday Learning modules. • Identify individual and team training needs and coordinate with facility schedulers to ensure staff can attend required development activities. • Support succession planning by identifying and mentoring staff with leadership potential and creating opportunities for skill development. • Track and report staff development progress to facility leadership. • Respond to, investigate, and resolve incidents of staff misconduct in coordination with Human Resources and the Professional Standards Office. • Initiate progressive discipline, when necessary, through the supervisory chain. • Conduct Administrative Incident Reviews, document findings, and report outcomes to the Administration, Management Team, or Executive Team as required. • Develop and implement unit schedules, routines, and incentive programs tailored to the developmental needs of youth. • Assign and oversee tasks to maintain a clean, organized, and contraband-free environment. • Coordinate with Physical Plant Operations to ensure the unit is well-maintained and safe. • Oversee daily operational tasks such as youth counts, sharps counts, and meal tracking. • Monitor unit functioning through direct interaction with youth to ensure compliance with safety and supervision standards. • Ensure no youth is subject to psychological or physical abuse; report all allegations immediately. • Maintain open, transparent communication with all assigned staff through verbal updates, email, the living unit log, and monthly staff meetings. • Reinforce OYA's mission, vision, and values through consistent messaging and leadership presence. • Promote staff involvement in all aspects of daily living, treatment, and skill development for youth, across all shifts. • Facilitate community groups, one-on-one meetings, primary time, and other structured activities to ensure youth and staff have meaningful opportunities to participate in the program. • Collaborate with the Qualified Mental Health Professional (QMHP) to develop trauma-informed unit protocols and staff responses. • Ensure staff are informed of youth-specific triggers and trained in appropriate, individualized responses. • Promote and model trauma-informed care principles in all aspects of unit operations and staff interactions. • Support staff in implementing behavior management systems that are developmentally appropriate and aligned with youth case plans.

% of Time	N/R/NC	E/NE	DUTIES
25%	NC	E	<p>Facility Leadership, Strategic Planning & Compliance</p> <ul style="list-style-type: none"> • Serve as a member of the facility-wide Management Team, contributing to the effective and efficient operation of the facility through: <ul style="list-style-type: none"> • Implementation of policy and procedures • Budget and resource accountability • Strategic planning in coordination with the Administrative Team • Provide administrative services to the facility leadership team and coordinate facility improvement plans. • Oversee Living Unit Performance-based Standards (PbS): <ul style="list-style-type: none"> • Oversee data collection aligned with national PbS standards • Compile and organize data during PbS collection, as required • Ensure Prison Rape Elimination Act (PREA) Compliance: <ul style="list-style-type: none"> • Ensure compliance with all PREA regulations • Coordinate with the agency PREA Coordinator to plan and conduct PREA audits • Conduct or participate in facility inspections and internal audits to ensure compliance with agency standards, safety protocols, and regulatory requirements. • Serve as Officer-of-the-Day (OD) on a rotating basis: <ul style="list-style-type: none"> • Act as senior manager-in-charge after hours and on weekends • Remain on-call 24/7 during OD shifts • Respond to emergencies, conduct random inspections and PREA walkthroughs • Report major incidents to the Superintendent; coordinate additional notifications with the Superintendent • Participate in facility-wide committees, as assigned • Represent the facility on statewide workgroups and committees, as assigned • Attend and participate in statewide leadership meetings and trainings, which may require travel • Transport youth as needed
10%	NC	E	<p>Youth Case Management & Rights Assurance</p> <ul style="list-style-type: none"> • Ensure, through subordinate employees, that youth receive professional case management in accordance with: <ul style="list-style-type: none"> • OYA's Assessment, Multidisciplinary Teams (MDT), and Case Planning policies

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> OYA MDT Standards and Case Planning Documentation Standards Collaborate with the MDT to ensure the unit's behavior management system (e.g., point/level or grading/tag systems) is developmentally appropriate, trauma-informed, and well-documented. Ensure that family visitation and youth contact with family members is prioritized and occurs in accordance with OYA policy. Ensure, through staff and partners, that youth have access to and participate in: <ul style="list-style-type: none"> Educational and vocational programming Recreational, religious, and cultural activities Services that meet state and federal educational standards Protect youth rights by ensuring unhindered access to: <ul style="list-style-type: none"> Mental health services Grievance forms and the grievance process The Youth Safety Hotline Legal representation and the law library Due process in cases of isolation or special program placement
10%	NC	E	Other Duties as Assigned <ul style="list-style-type: none"> Perform other related duties as assigned by facility leadership to support the mission, operations, and goals of the Oregon Youth Authority. Provide flexibility and leadership in response to emerging needs, special projects, or agency initiatives.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

OYA facilities are tobacco free environments.

Work in a team environment. Help promote and maintain an harmonious work environment.

Daily face-to-face contact with adjudicated youth and DOC inmates. These youth may engage in verbally and physically aggressive or assaultive behavior.

This position may include physical exertion to subdue out of control combative youth. it may require the use of reasonable force and /or restraint equipment.

This position involves potential exposure to communicable disease. Consistent and effective use of appropriate infection control materials and techniques is required.

Employees are subject to recall during facility emergencies. May deal with angry and hostile family members and visitors.

Maybe subject to a hostage situation.

Response to inquiry and emergency may occur at all times of the day or night.

This position requires in-state and some overnight travel.

This position is located in a close custody environment and requires adherence to safety and security procedures to maintain order and control over youth.

General staff and youth safety is an agency priority requiring vigilance and attention to policy and protocol.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

OYA mission, vision and core values
OYA policies, procedures and local protocols
Federal rules and guidelines
Oregon Revised Statutes (ORSs)
Oregon Administrative Rules (OARs)
State of Oregon policies and procedures
Facility procedure manual and protocols
Medical procedure manual
SEIU Collective Bargaining Agreement
Intergovernmental Agreements
Contracts
OYA Performance Management System (OPMS)

b. How are these guidelines used?

Policies, rules, and statutes establish guidelines on authority to exercise supervision, direction, and control of youth in custody, including the guidelines and limits on appropriate use of force.

Manuals provide official, detailed guidance on operation routine and practice.

Exercises a high level of discretionary problem solving and decision making regarding the management and administration of a juvenile corrections facility for youth. Decision making is in compliance with federal and state regulations and laws.

References to policies, procedures, OARs and ORSs are necessary in carrying out the duties of the position. Professional references and guidelines provide conceptual frameworks often without specific solutions.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How On
RVYCF and OYA Administration and Staff	Person, written and phone	Communication, Problem Solving, Information, Training, Project Collaboration, etc.	Daily
Other OYA facilities and Departments	Person, written and phone	Communication, Problem Solving, Project Collaboration, etc.	Weekly
OYA HR and PSO	Person, written and phone	Hiring, Personnel, Investigations, Discipline.	Weekly
Juvenile and Adult Courts	Person, written and phone	Case Management	Weekly
County juvenile dept and community corrections	Person, written and phone	Case Management	Weekly
Union Representatives	Person, written and phone	Labor relations in the facility	Weekly
Law Enforcement	Person, written and phone	Investigations, Case Management	Weekly
Youth Families	Person, Written, Phone	Program Contact	Weekly
Youth	Person	Supervise, Observe, Process, Instruct	Daily
JPPO's and Field Supervisors	Person, Written, Phone	Program Contact	Daily
Community Partners	Person, Written, Phone	Tours, Program Contact	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Responsible for the overall management and direction of a youth correctional facility living unit. Decisions made by this position include interpretation of rule, law and legislation; budget recommendations; policy writing and recommendations; program development and evaluation; and personnel and staffing recommendations for the facility.

All job-related decisions have a significant impact on the health, safety and security of staff and youth in the facility.

Participates as a member of the facility Management Team, providing on-site management coverage during evening and weekend hours. Serves as OD for the facility; responding to emergencies, youth incidents, facility emergencies, staffing issues and other issues as they arise.

Assists in monitoring facility budget, including personnel, services and supplies, and miscellaneous items. Determines need for program adjustment for youth. Determines appropriate course of action in dealing with situations or individuals or when safety, security, or control is in question. This includes time-outs, placement in isolation rooms and mental health assessments/referrals.

Logistical and treatment decisions regarding youth in secure group living units. Provides grievance and appeal hearings for youth. Provides revocation hearings for youth as per OARs. Decisions made affects whether or not a youth will be incarcerated.

Assists Facility Scheduler and determines work efficiency of staff to ensure the smooth operation of the facility. Ensures the facility is staffed according to set staffing patterns to provide safety, security and treatment. Makes hiring, progressive discipline and termination of employment recommendations to the Administrative Team.

Seeks medical attention, and ensures the safety and welfare of youth.

All work is performed under indirect supervision. Must exhibit self motivation, accuracy and ability to prioritize tasks .

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Classification Title	Position Number	How	How Often	Purpose of Review
Youth Facility Manager 1 (Assistant Superintendent of Operations)	0797161	Direct and indirect observation. Completion of projects, duties, and tasks.	Daily	Performance

SECTION 9. OVERSIGHT FUNCTIONS —THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 20
-
- How many employees are supervised through a subordinate supervisor? 0
-
- b. Which of the following activities does this position do?
- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This is a public safety position. On a daily basis, the person in this position supervises and participates in the treatment of youth who have been ordered by the court to reside in an OYA close custody environment. These youth can be hostile, resistive and both verbally and physically aggressive.

Rogue Valley YCF's population profile is varied. The person in this position must maintain up-to-date knowledge and skills relating to evidence-based, effective service provision and risk reduction for this population.

The person in this position is required to demonstrate cultural competence as exemplified by sensitivity and respect for the cultural, ethnic, racial and religious diversity of staff and youth.

The person in this position must maintain the confidentiality of youth in custody and the security of personnel information pertaining to staff.

This position is a mandatory reporter of child abuse under Oregon Statute.

The person in this position must develop capacity to utilize computer technology and the agency Juvenile Justice Information System (JJIS).

Must possess a valid driver's license and an acceptable driving record.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name, and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority
Signature

Date