



Deputy Chief, Juvenile Justice Department

Salary Group: C08

Class Code: 9879

CLASS TITLE	CLASS CODE	SALARY GROUP
POLICE INSPECTOR, JUVENILE JUSTICE DEPARTMENT	9872	C03
CORPORAL, JUVENILE JUSTICE DEPARTMENT	9874	C04
SERGEANT, JUVENILE JUSTICE DEPARTMENT	9875	C04
LIEUTENANT, JUVENILE JUSTICE DEPARTMENT	9876	C05
COMMANDER, JUVENILE JUSTICE DEPARTMENT	9878	C07
DEPUTY CHIEF, JUVENILE JUSTICE DEPARTMENT	9879	C08

GENERAL DESCRIPTION

Performs administrative, managerial, investigative law enforcement work. Serves as a commissioned peace officer for the Office of Inspector General (OIG) at the Juvenile Justice Department. Work involves planning and directing strategic operations. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgement.

EXAMPLES OF WORK PERFORMED

Collaborates with the Chief Inspector General (CIG) to oversee operations, including staff management, hiring, evaluations, strategic planning, and policy development.

Oversees the work of the OIG and oversees the preparation of management reports, special investigations, audits, and program reviews.

Directs the oversight of the OIG's mistreatment investigations and monitoring of youth and employee complaint systems and their supervision.

Establishes goals and objectives, develops and approves work plans, identifies areas for change, and makes recommendations to improve operations with the CIG.

Supports the operation of complaint resolution programs at facilities statewide, provides technical assistance in the program areas, and advises on local procedures to meet performance standards.

Manages and prioritizes multiple tasks and successfully meets established deadlines.

Manages the annual budget with the CIG to include vehicle fuel, travel, consumables, equipment, furnishings, salaries, and other related expenditures.

Attends and presents data and reports at the Special Prosecutions Unit board meetings when necessary.

Coordinates investigative results with the Juvenile Justice Department Board Chair, Executive Director, and other staff as needed.

Works with the CIG to oversee OIG and agency projects related to investigative functions, systems, and processes.

Serves on internal and external workgroups, committees, and panels as needed.

Reports safety hazards and corrects them when possible, and completes required documentation for accidents or injuries within specified timeframes.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university with major coursework in accounting, business, criminal justice, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of local, state, and federal laws and regulations relevant to the program areas; agency policies and procedures; principles and practices of public administration and management; administrative hearings and court procedures; complaint resolution techniques; investigative methods and documentation standards; prosecutorial processes with courts and district attorneys; and rules of evidence, including proper handling and disposal of evidence.
- Skill in testifying in administrative hearings and court proceedings; clearly presenting reports and data to boards and committees; developing effective partnerships with internal and external agencies and resolving conflicts when necessary; coordinating investigative and support functions to align with divisional and agency objectives; and proficient use of firearms.
- Ability to plan and organize the fair and efficient resolution of complaints and allegations; to gather and analyze relevant information to make sound decisions; to maintain confidentiality and demonstrate impartiality; to uphold a professional demeanor under pressure; to interpret and apply agency policies, procedures, and regulations; to apply laws as defined by the Texas Commission on Law Enforcement; to build collaborative relationships with local, state, and federal prosecutors; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be licensed as a Texas peace officer by the Texas Commission on Law Enforcement.

Must possess a valid driver's license.