

**CONFIRMATION PACKET
FOR
PAMELA JONES**

**CONFIRMATION PACKET
FOR
PAMELA JONES**

**JUVENILE DIVISION DIRECTOR
DEPARTMENT OF ADULT AND JUVENILE DETENTION**

TABLE OF CONTENTS

SECTION A

Letter from Executive Ron Sims to King County Council Chair Larry Phillips to
Announce Appointment
Copy of Confirmation Motion

SECTION B

Letter from Executive Ron Sims Appointing Pamela Jones to the Position of Juvenile
Division Director, Department of Adult and Juvenile Detention
Letter from Pamela Jones to King County Council Chair Larry Phillips to Acknowledge
Willingness to Comply with County Code Provisions
Resume and References

SECTION C

Background Check Authorization
Sheriff's Law Enforcement Background Investigation Report and Financial Credit Check Report
Financial Public Disclosure Form

SECTION D

Department Organizational Chart
Position Description

SECTION A

- Letter from Executive Ron Sims to King County Council Chair Larry Phillips to Announce Appointment
- Copy of Confirmation Motion



King County

Ron Sims

King County Executive

701 Fifth Avenue, Suite 3210
Seattle, WA 98104

206-296-4040 Fax 206-296-0194

TTY Relay: 711

www.metrokc.gov

February 27, 2006

The Honorable Larry Phillips
Chair, King County Council
Room 1200
C O U R T H O U S E

Dear Councilmember Phillips:

I am pleased to present a motion for the County Council's approval confirming Pamela Jones as Juvenile Division Director of the Department of Adult and Juvenile Detention (DAJD).

Ms. Jones possesses over 25 years of relevant job experience within the Juvenile Division. She has worked as a Juvenile Detention Officer, Corrections Supervisor, Detention Coordinator, Detention Manager, Orientation and Assessment Specialist, Assistant Division Director and, most recently, as the Interim Juvenile Division Director. She also possesses extensive experience in managing contracts for detention beds, federal, state and local grants and in preparing and managing the annual budget for the Juvenile Division.

As an advocate for youth and public safety, Ms. Jones has managed the expansion of alternatives programs which are less restrictive forms of confinement. She has continually sought out the best models across the country and adapted them to King County. Efforts by Ms. Jones have been pivotal in increasing the number of youths in alternatives programs while the numbers in secured detention have dropped significantly. Ms. Jones has also been a leader in King County's efforts to reduce disproportionate minority confinement.

Ms. Jones led the effort to place youth in alternatives programs at an earlier stage in the court process. This effort required working closely with judges, attorneys and several stakeholder groups to develop a proposal, receive approval, and implement it. She has also maintained an excellent working relationship with Superior Court and has served on a number of committees. As the detention liaison to the court, Ms. Jones helped establish the Alternatives to Detention programs at the Juvenile Division.

Not only does Ms. Jones have compassion for troubled youth, but she also possesses a strong sense of purpose and a commitment to work for ongoing improvement of practices and conditions. She has developed the necessary partnerships that support innovative approaches



The Honorable Larry Phillips
February 27, 2006
Page 2

on behalf of youth and community safety. I respectfully request the King County Council's confirmation of Pamela Jones as Juvenile Division Director of the Department of Adult and Juvenile Detention.

Sincerely,

Ron Sims
King County Executive

Enclosures

cc: King County Councilmembers
ATTN: Shelley Sutton, Policy Staff Director
Anne Noris, Clerk of the Council
Kurt Triplett, Chief of Staff, Executive Office (EO)
Sheryl Whitney, Assistant County Executive, EO

..title

A MOTION confirming the executive's appointment of
Pamela Jones as juvenile division director of the King
County department of adult and juvenile detention.

..body

NOW, THEREFORE, BE IT MOVED BY THE COUNCIL OF KING COUNTY:

The county executive's appointment of Pamela Jones as juvenile division director of
the King County department of adult and juvenile detention is hereby approved.

Attachments: A. Confirmation Packet

SECTION B

- Letter from Executive Ron Sims Appointing Pamela Jones to the Position of Juvenile Division Director of Department of Adult and Juvenile Detention
- Letter from Pamela Jones to King County Council Chair Larry Phillips to Acknowledge Willingness to Comply with County Code Provisions
- Resume and References



King County

Ron Sims

King County Executive

701 Fifth Avenue, Suite 3210

Seattle, WA 98104

206-296-4040 Fax 206-296-0194

TTY Relay: 711

www.metrokc.gov

February 10, 2006

Pamela Jones

2801 Whitworth Ave. S.

Renton, WA 98055

Dear Ms. Jones:

Congratulations! This is to confirm my job offer and your acceptance of the position of Juvenile Division Director of the King County Department of Adult and Juvenile Detention (DAJD), effective February 1, 2006. Your appointment is subject to future confirmation by the King County Council.

Your assignment will be to the Juvenile Division at 1211 East Alder Street, Seattle, WA. You will report to Reed Holtgeerts, DAJD Director. Your annual salary will be \$106,617.26, which is a Range 79, Step 6, in the King County 2006 10-Step FSLA Exempt Squared Schedule.

This position is a career service exempt position, which means it is not covered by the County's career service system. This position is not represented by a union. As a career service exempt employee, you are an at-will employee and serve at the pleasure of the appointing authority. You may be terminated from employment at any time without cause.

This position has a standard 40-hour work week and is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). All FLSA overtime exempt employees are expected to work the hours necessary to satisfactorily perform their jobs. FLSA overtime exempt employees are paid on a salary basis and are not eligible for overtime pay or compensatory time accrual. However, pursuant to Executive Policy, PER 8-1-1, you may be eligible for up to ten days of executive leave. As a current DAJD employee, your present County benefits package will continue.

If you have any questions about this appointment letter or this position, please feel free to contact Reed Holtgeerts at (206) 296-1268. Please understand that the provisions of this letter do not constitute an express or implied employment contract, but are simply statements of information that are important for you to know.



Pamela Jones
February 10, 2006
Page 2 of 2

Once again, congratulations on your appointment! I am delighted that you have agreed to accept this position. I know that in the role of Juvenile Division Director, you will be a great asset to the County and the challenges that we face.

Sincerely,

Ron Sims
King County Executive

cc: Sheryl Whitney, Assistant County Executive
Reed Holtgeerts, Director, Department of Adult and Juvenile Detention (DAJD)
Mary Beth Short, Human Resources Service Delivery Manager (DAJD)
Personnel File
DAJD Payroll



King County

Ron Sims

King County Executive

701 Fifth Avenue, Suite 3210
Seattle, WA 98104

206-296-4040 Fax 206-296-0194

TTY Relay: 711

www.metrokc.gov

February 24, 2006

The Honorable Larry Phillips
Chair, King County Council
Room 1200
C O U R T H O U S E

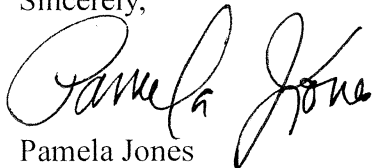
RE: Acknowledgment to Comply With County Code Provisions

Dear Councilmember Phillips:

I am pleased to accept the King County Executive's appointment to the position of Juvenile Division Director, King County Department of Adult and Juvenile Detention, Juvenile Division. Pursuant to King County Code Section 2.16.110(E)(5), please accept this letter as my acknowledgment that the County Council's confirmation process may require the submittal of information relating to my background and expertise.

I look forward to receiving the County Council's consideration for confirmation.

Sincerely,



Pamela Jones

cc: King County Councilmembers



Pamela Jones

2801 Whitworth Avenue South ♦ Renton, WA 98055 ♦ Phone: (425) 228-4415 ♦

OBJECTIVE

Committed to providing quality, innovative, comprehensive services to youth, families, the community, and the juvenile justice system within a quality work environment by professional, caring staff.

SUMMARY OF QUALIFICATIONS

- ♦ Leadership Skills ♦ Extensive Management Skills ♦
- ♦ Direct Supervision ♦ Trainer ♦ Employee Development ♦
- ♦ Mediator ♦ Alternatives to Detention ♦ Safety & Security ♦ Budget ♦ Presentation Skills ♦

PROFESSIONAL EXPERIENCE

Interim Division Director

1/05 to present

King County Department of Adult and Juvenile Detention – Juvenile Division

♦ Responsible for direct supervision for all juvenile detention staff, which includes booking, release and direct supervision of juveniles; health clinic services; day and evening reporting centers; electronic home monitoring; food services; classification; recreation; transportation and court escorts; maintenance and supply; volunteer services; employee and labor relations; staff development and training. Represent the Division and the Department to the community, other juvenile justice agencies, Superior Court personnel, juvenile justice oversight groups, outside agencies, attorneys, families of detainees and other Departments; management of the annual budget; monitoring adherence to Division policies and procedures; manage contracts for detention beds, community contracts for youth services; manage federal, state and local grants; responsible for the safety and security of detained juveniles, visitors and staff.

Assistant Detention Manager/Assistant Division Director

1998 to 1/05

King County Department of Adult and Juvenile Detention – Juvenile Division

♦ Responsible for coordination and management of detention programs, administration Of general facility operations; program quality; supervise/manage staff; coordinate all direct service personnel actions including selection, orientation, training, technical assistance, disciplinary actions and commendations; develop and manage development of policies and procedures which direct the operations of detention programs and services; determine applicability of policies, procedures, laws, court case decisions to program/facility operations; respond to internal and external complaints; investigate actions taken by staff and take appropriate action; assist in maintaining effective working relationships with law enforcement agencies, courts, government units, other institutions, attorney groups, community agencies and the public.

Detention Coordinator

09/94 to 1998

King County Department of Youth Services

◆ Responsible for the coordination of all daily unit programs; ensured quality in service delivery; develop procedures to ensure effective program functioning; develop programs; coordinate and execute personnel actions, including selection, orientation, training, appraising performance, providing technical assistance, disciplinary actions and commendations; conduct investigations of serious and critical incidents; provide for staff development and supervise Detention supervisors.

Administrative Support Supervisor

04/94 to 09/94

King County Department of Youth Services

◆ Coordinated the Continuum of Care program, Electronic Monitoring, and Group Care component. Oversaw investigations of complaints and incidents. Facilitated interview panels and gathered data on resident population. Developed policies and procedures and prepared reports needed to make management decisions.

Detention Services Supervisor

1986 to 09/94

King County Department of Youth Services

◆ Directly supervised Juvenile Supervision Officers; responsible for the day-to-day detention operations; reviewed and approved incident reports; conducted investigations; developed policy and procedures; monitored daily case management of youth and developed programming; conducted performance appraisals and disciplinary hearing reviews; conducted interview process for new hires; scheduled staff for a 24 hour operation.

Training Supervisor

1989 to 01/94

King County Department of Youth Services

◆ Developed curriculum, planned, coordinated, and scheduled staff for training; mandatory and employee development; facilitated new employee orientation; screened potential trainers and trained trainers to facilitate the training curriculum; conducted training for DYS and Washington State Training Commission.

Food Services Supervisor

1992 to 01/94

King County Department of Youth Services

◆ Responsible for managing day-to-day operations in conjunction with a Lead Worker; reviewed scheduling, payroll, ordering of supplies and food. Monitored contracts and approved payment; Evaluated Food Service staff; participated in ACA accreditation process.

Health Clinic Supervisor

09/92 to 12/92

King County Department of Youth Services

◆ Responsible for managing day-to-day operations; scheduling, payroll and ordering of supplies; monitored contracts and approved payment; facilitated Quality and Assurance meetings; liaison between doctors, nurses and detention staff; developed, implemented, and reviewed policy and procedures; participated in ACA and NCCH accreditation processes.

Orientation and Assessment Specialist
King County Department of Youth Services

01/91 to 08/91, 01/92 to 04/92

◆ Assessed, screened and monitored youth for placement in the Continuum of Care program; interviewed youth and parents to assess appropriate placement; responsible for preparing and writing Assessment reports and actively participated in court interacting with judges and attorneys.

Juvenile Corrections Officer
King County Department of Youth Services

1980 to 1986

◆ Responsible for physical and emotional well being of juveniles in the unit; applied appropriate policies and adhered to procedures to guarantee the safety and security of the youth and staff; planned unit programs and performed all the functions of the day-to-day operations of the assigned unit.

On-Call Corrections Officer
King County Department of Youth Services

1979 to 1980

◆ On an as needed basis, performed the duties of a Juvenile Corrections Officer in all units.

EDUCATION

MBA City University, Seattle, Washington 1991

B.A. Society and Justice, University of Washington 1981

Certificates – Washington Criminal Justice Commission:

Supervisory Skills and Practices 1989

Mid Management Skills and Practices, 1991

Cascade Public Executive Program, Institute for Public Policy and Management, Graduate School of Public Affairs, University of Washington, 1997

Pamela Jones

2801 Whitworth Avenue South ♦ Renton, WA 98055 ♦ Phone: (425) 228-4415

References:

Rhonda Hilyer
President, Agreement Dynamics, Inc.
P.O. Box 33640
Seattle, WA 98133
(206) 546-8048

Mike Wilkins
Seattle, WA
H (206) 547-4316
(206) 949-3672

Nate Caldwell
DAJD Community Corrections Director
400 Yesler Way
Seattle, WA 98104
(206) 205-3019

Michael J. Gedeon
Senior Policy Analyst
JJOMP Project Coordinator
King County Office of Management and Budget
(206) 296-9288

SECTION C

- Background Check Authorization
- Sheriff's Law Enforcement Background Investigation Report and Financial Credit Check Report
- Financial Public Disclosure form



King County

Ron Sims

King County Executive

701 Fifth Avenue, Suite 3210
Seattle, WA 98104

206-296-4040 Fax 206-296-0194

TTY Relay: 711

www.metrokc.gov

King County

Background Check Authorization Form

TO WHOM IT MAY CONCERN:

As an applicant for appointment by the King County Executive for the position of Juvenile Division Director, Department of Adult and Juvenile Detention, I, Pam Jones, understand that full disclosure of all relevant information regarding my fitness for this position is essential to the efficient and orderly governmental process, and I voluntarily consent to such full disclosure as a condition of my being considered further for this position.

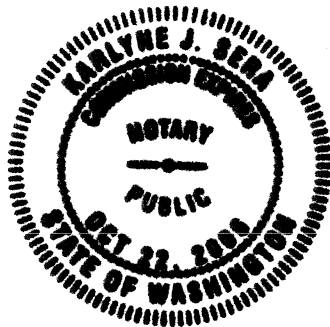
In addition, I authorize the King County Executive Office to perform any law enforcement and financial credit checks that are necessary to complete the confirmation process.

In executing this disclosure authorization, I hereby waive, release and forever relinquish any or all claims arising from the authorized disclosure of whatsoever kind or nature I might hereafter have asserted against King County, its officers, employees, or agents and against any agency, firm, person, or other entity releasing to King County the information disclosure of which is authorized by my execution of this form.

1/23/06
Date

Pamela Jones
(name)

Signed this 23 day of January, 2006



Karlyne J. Sera
Notary Public in and for the state of
Washington. My commission expires 10/22/06

Karlyne J. Sera





King County

Ron Sims

King County Executive

701 Fifth Avenue, Suite 3210
Seattle, WA 98104

206-296-4040 Fax 206-296-0194

TTY Relay: 711

www.metrokc.gov

February 24, 2006

TO: The Honorable Ron Sims, King County Executive

FM: Sheryl Whitney, Assistant County Executive

RE: Pamela Jones—Background Check

I have received the financial credit report and law enforcement background check conducted on Pamela Jones, Juvenile Division Director, Department of Adult and Juvenile Detention, by the King County Sheriff's Office. The reports contain no adverse information nor reveal any prior criminal record.

Thank you.



Statement of Financial and other Interests

King County
EMPLOYEES



Department of Executive Services
Board of Ethics
Bank of America Tower, BOA-ES-3460
701 Fifth Avenue, Suite 3460
Seattle, WA 98104
206-296-1586 206-205-0725 Fax
TTY Relay: 711
board.ethics@metrokc.gov

**Read All Instructions Carefully and Fully Complete Each Section
Incomplete Forms Will Be Returned**

Date Received _____
Audit Date _____
Date Closed _____
For Board of Ethics use only

Name of Person Reporting: Pamela Jones
Position/Title: Division Director
Division AND Department: DAJD
Mailstop AND work phone: (206) 205-9620

I am filing within two weeks employment or appointment, reporting on the preceding 12 calendar months ending (*enter month, day & year*) _____

I am filing an annual statement, reporting on calendar year 2005. (*See Page 2, #3, Period of Reporting*)

Yes No I serve on a King County board, commission, committee or other multi-member body AND this service is part of my official job responsibilities.

If yes, list the name of the of the board, commission, committee or other multi-member body and the associated or responsible King County department. The information you disclose in this statement must also reflect any participation related to this service.

(If you do serve on a King County board or commission, and your service is not a part of your official job responsibilities, you may be required to file a separate statement as a board or commission member. Please consult with the staff liaison assigned to your board, or the office of the King County Board of Ethics for filing requirement information.)

Name of Board or Commission	Department

**The Statement of Financial and Other Interests
is available in alternate formats for individuals
with disabilities upon advance request by
calling 206-296-1586 or TTY Relay: 711.**

IMPORTANT FILING INFORMATION

Please read carefully

- 1. Who Must File:** Please see page 5 of this form for a list of those who are required to file.
- 2. Where and When to File:** Affected employees shall file completed statements of financial and other interests with the Board of Ethics within 10 days of employment or appointment and by April 15th of each year thereafter.

Attention: Under K.C.C. 3.04.050(A), candidates for county elective office, nominees for appointment to any county elective office, except judicial candidates, within two weeks of becoming a candidate or nominee, and all elected officials, paid in whole or in part by county funds shall file with the Board of Ethics a statement of financial and other interests as defined in K.C.C. 3.04.050. These requirements may be satisfied by filing with the Board of Ethics a copy of the report required to be filed by RCW 42.17.240, if this report contains an original signature of the person filing the report. The Board of Ethics shall forward a copy of such statements, reports and forms to the division of records and elections, or its successor agency, within 10 days of their receipt.

- 3. Period of Reporting:** In the case where the form is filed within 10 days of employment or appointment, the form shall contain information for the *preceding 12 calendar months*. Each annual statement of financial and other interests shall contain information for the *preceding calendar year*.

- 4. Continuing Duty to Notify Supervisor:** Filing a statement of financial and other interests does not relieve an employee of the duty to notify his or her supervisor or appointing authority in writing of a potential conflict of interest as required by K.C.C. 3.04.037. See K.C.C. 3.04.050(H). The supervisor or appointing authority is required to resolve the conflict of interest and keep records of the actions taken.

- 5. Whose Financial and Other Interests Must Be Reported:** The information reported shall include information for you and the members of your immediate family.

- 6. Public Records and Disclosure:** The statements of elected officials, candidates for county elective office, department directors, division managers, the county administrative officer, chief officers of administrative offices and the county executive's administrative assistants are public record. All other statements shall not be made public without the written approval of the Board of Ethics and consistent with the requirements of state law. See K.C.C. 3.04.110.

XXXXXXXXXXXX

Questions?

Contact your department coordinator
or the King County Board of Ethics

DEFINITIONS

These terms are defined in the Code of Ethics.
You will find them used throughout this statement
and are underlined to make them easy to find.

- **“Compensation”** means anything of economic value, however designated, which is paid, granted or transferred, or is to be paid, granted or transferred for, or in consideration of, personal services to any person.
- **“County action”** means any action on the part of the county, including, but not limited to: (1) Any decision, determination, finding, ruling or order; and (2) Any grant, payment, award, license, contract, transaction, sanction, or approval, or the denial thereof, or the failure to act with respect thereto. “County action” shall not include actions of the county’s judicial branch but shall include employees of the department of judicial administration.
- **“County employee”** or **“employee”** means any individual who is appointed as an employee by the appointing authority of a county agency, office, department, council, board, commission or other separate unit or division of county government, however designated, but does not include employees of the county’s judicial branch. The term “county employee” also includes county elected officials and members of county boards, commissions, committees, or other multimember bodies, but does not include officials or employees of the county’s judicial branch but does include employees of the department of judicial administration.
- **“Doing business with the county”** or **“transactions with the county”** means to participate in any proceeding, application, submission, request for ruling or other determination, contract, claim, case, or other such particular matter which the county employee or former county employee in question believes, or has reason to believe: (1) Is, or will be, the subject of county action; or (2) Is one to which the county is or will be a party; or (3) is one in which the county has a direct and substantial proprietary interest.
- **“Gift”** means anything of economic value, but shall not include campaign contributions regulated by the provisions of Chapter 42.17 RCW, the charter and ordinances implementing them, informational materials exclusively for official or office use, memorials, trophies, and plaques of no commercial value, gifts of \$20.00 or less for bona fide, non-recurring, ceremonial occasions or any gifts which are not used and which within thirty days after receipt are returned to the donor, or donated to a charitable organization without seeking a tax deduction.
- **“Immediate family”** means a county employee’s spouse, domestic partner, employee’s child or the child of an employee’s domestic partner, and other dependent relatives if living in his or her household.
- **“Participate”** means, in connection with a transaction involving the county, to be involved in a county action personally and substantially as a county employee either directly, or through others through approval, disapproval, decision, recommendation, the rendering of advice, investigation, or otherwise. However, for the purposes of K.C.C. 3.04.035, “participate” does not include the provision of legal advice or other activities involving the practice of law and does not include, as an elected official, preparation, consideration or enactment of legislation or the performance of legislative duties.
- **“Person”** means any individual, partnership, association, corporation, firm, institution, or other entity, whether or not operated for profit. The term does not include governmental units of the State of Washington or the United States unless so specified.
- **“Thing of value”** means anything of tangible worth which is not compensation or a gift.

FINANCIAL AND OTHER INTERESTS TO REPORT

IMPORTANT NOTE

Words underlined are defined on page 3 and in the Code of Ethics.

If you need more space to provide the required information, please attach additional pages.

A. COMPENSATION, GIFTS AND THINGS OF VALUE

During the reporting period, did you, or a member of your immediate family, receive compensation, gifts or things of value from any person engaged in any transaction with King County in which you participated or for which you had responsibility as a county employee?

No Yes If yes, please provide the following information.

Name of each <u>person</u> engaged in any <u>transaction with King County</u> from whom the <u>compensation, gift, or thing of value</u> was received	Name of individual who received the <u>compensation, gift or thing of value</u> and their relationship to you

B. FINANCIAL INTERESTS

During the reporting period, did you, or a member of your immediate family, possess a financial interest in any person engaged in any transaction with King County in which you participated or for which you had responsibility as a county employee?

No Yes If yes, please provide the following information.

Name of each <u>person</u> engaged in any <u>transaction with King County</u> in whom a <u>financial interest</u> was possessed	Name of individual who possessed the <u>financial interest</u> and their relationship to you

C. POSITIONS

During the reporting period, did you, or a member of your immediate family, hold a position in any person engaged in any transaction with King County in which you participated or for which you had responsibility as a county employee?

No Yes If yes, please provide the following information.

Name of each <u>person</u> engaged in any <u>transaction with King County</u> with whom the position was held	Name of each individual who held the position and their relationship to you	Title of the position held

D. REAL PROPERTY

During the reporting period, did you, or a member of your immediate family, possess a financial interest in any real property that was either involved in or the subject of a King County action? Property for which the only King County action was valuation or revaluation for tax purposes does not have to be reported except that employees of the department of assessments and Board of Appeals who are required to file this statement shall report property for which valuation or revaluation actions were taken by King County during the reporting period.

No Yes If yes, please provide the following information.

Street address, assessor parcel number or legal description of real property involved in or the subject of a <u>King County action</u>	Name of the individual who possessed the financial interest and their relationship to you	Name of the King County Department involved in the <u>King County action</u>

E. DECLARATION

I, Pamela Jones, declare under penalty of perjury
(print name)
 under the laws of the State of Washington that the foregoing is true, complete, and correct.

Pamela Jones Division Director
(Signature) (Title)

Signed this 19 day of January, 2006
(Month) (Year)

at Seattle, Washington
(City) (State)

WHO IS REQUIRED TO FILE A STATEMENT OF FINANCIAL AND OTHER INTERESTS

K.C.C. 3.04.050(B) requires employees in the following categories to file statements of financial and other interests:

- ◆ Employees appointed by the county executive
- ◆ Employees appointed by the county administrative officer or department directors and who are subject to approval by the county executive
- ◆ Employees of the county council

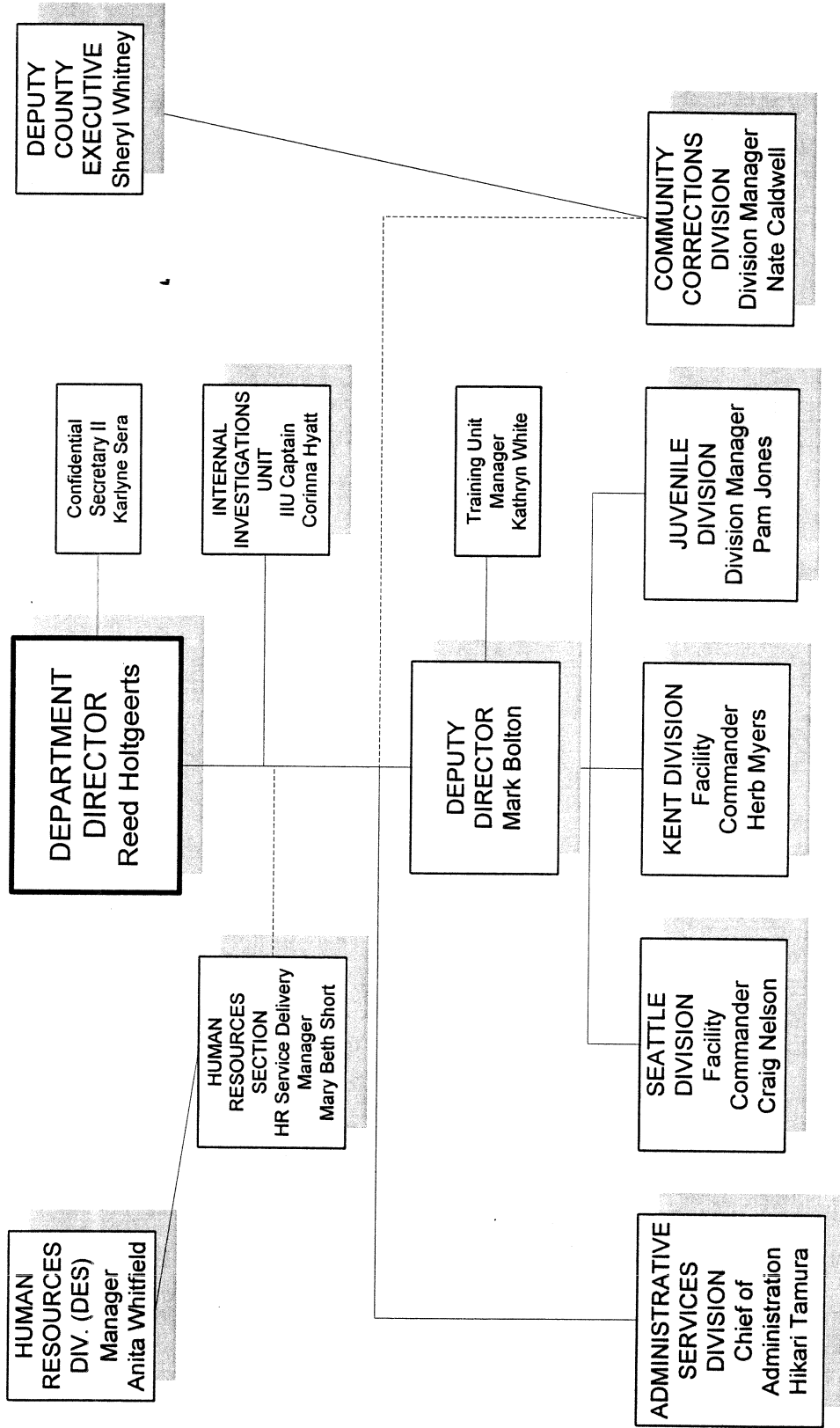
In addition, under K.C.C. 3.04.050, employees in the following categories are required to file statements of financial and other interests:

- ◆ Employees who participate in or have decision-making responsibilities for the administration of agreements or contracts for the purchase, lease, rental, disposal or sale of personal tangible property or real property.
 - ◆ Employees who participate in or have decision-making responsibilities for grants and services contracts, whose duties include but are not limited to the following activities: writing or preparing specifications; evaluating bids and proposals; negotiating, administering or monitoring performance on contracts; and exercising contract signature authority.
 - ◆ Employees who participate in or have decision-making responsibilities for the investment, management, or expenditure of county funds.
 - ◆ Employees who participate in or have decision-making responsibilities for policy and its implementation in the Office of the Assessor.
 - ◆ Employees who participate in or have decision-making responsibilities for policy and its implementation in the Sheriff's Office.
 - ◆ Employees whose duties and responsibilities include having access to information that is not available as a matter of public knowledge or public record, including, but not limited to, administrative assistants and confidential secretaries in non-career service positions.
 - ◆ Employees who provide administrative support, greater than clerical support, to county boards, commissions, committees and other multimember bodies that are established by county council action and whose members are appointed by the executive or county council.
 - ◆ Employees who conduct or supervise the conduct of audits, including audits of county programs and third party activities.
 - ◆ Employees who participate in or have decision-making responsibilities for policy and its implementation in the Office of the Prosecuting Attorney, and employees appointed by the Prosecuting Attorney to serve as his or her deputies.
 - ◆ Employees who supervise, directly or through others, employees identified in these categories.
 - ◆ Nominees for appointment and persons appointed by the executive or county council to serve on county boards, commissions, committees and other multimember bodies that are established by county council action.
-

SECTION D

- Department Organizational Chart
- Position Description

Department of Adult and Juvenile Detention





King County

JUVENILE DIVISION DIRECTOR
DEPARTMENT OF ADULT & JUVENILE DETENTION
Annual Salary Range \$88,359.86 (Entry) - \$112,001.34 (Top)
Job Announcement No.: 05RF5521
Open: 10/12/05 Closes: 11/04/05

WHO MAY APPLY: This career service exempt position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to Mr. Reed Holtgeerts, DAJD Director, King County Courthouse, 516 3rd Avenue Room E-245, Seattle, WA 98104 **by 4:30PM on November 4, 2005. (Postmarks are NOT ACCEPTED.)**

FORMS AND MATERIALS REQUIRED: Submit a letter of interest, resume, a written response to the supplemental questions on the reverse of this announcement and, a sample of an actual written work product that illustrates your abilities. The sample work product provided should be of a work product submitted in the course of your work prior to September 28, 2005.

WORK LOCATION: Youth Service Center, 1211 East Alder, Seattle, Washington.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This position is also Career Service exempt.

JOB DESCRIPTION: The Juvenile Division Manager is a non-uniformed employee of management rank who reports to the Department Deputy Director, serves at the will of the Deputy Director and is responsible for 24-hour day-to-day operations and long-range planning for the King County juvenile detention facility.

PRIMARY JOB DUTIES INCLUDE:

1. Direct supervisory responsibility for all juvenile detention staff, through the chain of command, which includes booking, release and direct supervision of juveniles; health-clinic services; day and evening reporting centers; electronic home monitoring; food services; classification; recreation; transportation and court escorts; maintenance and supply; volunteer services; employee and labor relations; staff development and training.
2. Provides leadership in planning for and implementing organizational change initiatives and new business practices through the development of work programs and business plans that reflect the overall goals and objectives established by the King County Executive and Director.
3. Represents the Division and the Department to the community, other juvenile-justice agencies, Superior Court personnel; juvenile justice oversight groups, outside agencies, attorneys, families and friends of detainees and other Departments as needed. Makes public presentations on issues of importance to the department.
4. Maintains successful collaboration with members of the juvenile-justice and criminal-justice community including superior court, prosecuting attorneys, public defenders and police officials, as well as positive and effective working relationships with elected officials, community organizations, labor leaders and the public.
5. Prepares the annual budget for all operational units within the juvenile facility within guidelines established by the Executive. Manages the annual budget to ensure that expenditures are within legally adopted appropriation levels and that expenditures are prioritized to address operational requirements of the facility.
6. Responsible for review of, recommending changes to, implementing, and monitoring adherence to division policies and procedures.
7. Manages contracts for detention beds, community contracts for youth services; federal, state and local grants.
8. Responsible for the safety and security of detained juveniles, their visitors and staff.
9. Prepares written reports, summaries, correspondence and emails to set the tone for and advance Department objectives.
10. Other duties as assigned.



KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/jobs.html> Website Address (206)-296-8535 TTY

DESIRABLE QUALIFICATIONS: Demonstrated experience as a Juvenile Detention Manager. A minimum of five (5) years' juvenile-justice or criminal-justice experience managing programs, budget, personnel, labor and employee relations; experience working with diverse groups including community advocates, elected officials, the media, other juvenile-justice or criminal-justice agencies. Experience within King County government is desirable. Demonstrated leadership and team-building experience. Demonstrated ability to manage complex operational, fiscal, legal and policy matters simultaneously. Demonstrated ability to analyze and devise creative, efficient solutions to resolve operational challenges and address the system pressures associated with organizational change. Demonstrated ability to prepare and review complex and sensitive written materials including litigation materials. Demonstrated ability to function as part of a senior management team. A college or university degree is desirable.

NECESSARY SPECIAL REQUIREMENT:

A valid Washington State driver's license or the ability to travel throughout the County in a timely manner.

SELECTION PROCESS:

- Applications will be screened to ensure that all application materials have been submitted and qualifications are met.
- Written materials of those applicants who submit complete application packets and meet the desired qualifications will be assessed and screened for selection for interviews.
- The top applicants will be scheduled for an oral board, which may include a written exercise.
- The Department Director will make the final selection.

SUPPLEMENTAL QUESTIONS:

- Describe your juvenile-justice philosophy and describe what does and does not work in the field.
- Describe your long-range vision for the juvenile detention profession and the challenges to achieving this vision in the short and long terms.
- Describe your leadership style.
- Describe any organizational change initiatives that you have developed and/or implemented and how you were able to measure their success.
- Describe team-building methods you have successfully employed.
- Describe your communication style with employees, elected officials, detainees and the public.
- Discuss and provide examples of inter-disciplinary collaboration in which you have participated.

INTERVIEW DATE:

The interview, which may potentially include a written exercise, is tentatively scheduled for the ***week of November 28, 2005.***

CLASS CODE: 8805