

**REQUEST FOR AGENDA PLACEMENT FORM**

**Submission Deadline - Tuesday, 12:00 PM before Court Dates**

SUBMITTED BY: Cristy Malott TODAY'S DATE: July 20, 2021

DEPARTMENT: Juvenile Services

SIGNATURE OF DEPARTMENT HEAD: \_\_\_\_\_

REQUESTED AGENDA DATE: July 26, 2021

**SPECIFIC AGENDA WORDING:**

Consideration to Add the Position of Assistant Director, Juvenile Services  
at a Salary of \$72,500.00

COMMISSIONERS COURT

JUL 26 2021

**Approved**

**PERSON(S) TO PRESENT ITEM:**

Cristy Malott & Randy Gillespie

**SUPPORT MATERIAL:** (Must enclose supporting documentation)

TIME: 2 min  
(Anticipated number of minutes needed to discuss item)

ACTION ITEM:   
WORKSHOP:  
CONSENT:  
EXECUTIVE:

**STAFF NOTICE:**

COUNTY ATTORNEY:   
AUDITOR:   
PERSONNEL:   
BUDGET COORDINATOR:

IT DEPARTMENT:  
PURCHASING DEPARTMENT:  
PUBLIC WORKS:  
OTHER:

**This Section to be completed by County Judge's Office**

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE:

\_\_\_\_\_  
COURT MEMBER APPROVAL:

\_\_\_\_\_  
DATE:



<b>Job Title</b>	Assistant Director, Juvenile Services		
<b>Pay Grade</b>	113	<b>FLSA Status</b>	Exempt

### **GENERAL SUMMARY**

Assist the Director in planning, organizing and directing the overall operations of the Juvenile Services Department.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Serve in the capacity of the Director in the Director's absence.
- Manage and direct personnel, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hire, termination, and disciplinary decisions.
- Manage the overall operations of the department, which includes planning, coordinating, administering, and evaluating programs, services and the supervision of all youth.
- Develop and implement policies and procedures.
- Prepare and manage budgets and contracts.
- Monitor and maintain compliance with all policies, procedures, standards, and local, state and federal laws.
- Perform other related duties of a similar nature and level as assigned.

### **MINIMUM QUALIFICATIONS**

- Be a US Citizen.
- Be at least 21 years of age.
- Possess a valid Texas Driver's License.
- Meet criminal history employment guidelines as provided by the Texas Juvenile Justice Department (TJJD).
- Have acquired a Bachelor's Degree from an accredited college or university recognized by the Texas Higher Education Coordinating Board.
- Be a Certified Juvenile Probation Officer.

- Have 7 years of experience in juvenile correctional work or a related field, plus a minimum of 3 years of administrative or supervisory experience (or equivalent education and experience).

**KNOWLEDGE, SKILLS, and ABILITIES**

- Follow oral and written instructions.
- Communicate effectively orally and in writing.
- Operate standard office equipment, computers, and related software.
- Demonstrate strong organizational skills and attention to detail.
- Adhere to a strict level of confidentiality and ethics.
- Work independently and efficiently.
- Exercise good faith judgments and decision-making.
- Establish and maintain cooperative interpersonal relationships.
- Apply listening, interviewing, and problem-solving skills, work under pressure, and address conflict.
- Read, analyze, interpret and follow standards, policies, procedures, and applicable laws.
- Coordinate and communicate with multiple staff and agencies.
- Prepare and develop written reports, correspondence, and policies.
- Demonstrate managerial and supervisory skills of personnel.
- Prepare and manage multiple, complex budgets, and accounting procedures.

**WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position typically requires manual dexterity, talking, hearing, seeing, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching, reaching, and climbing.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Light Work:** Performing the essential functions typically requires exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly.

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*Johnson County is an Equal Opportunity Employer.*

<b>Date created:</b>	02/02/15
<b>Dates revised</b>	

**MINUTES OF THE**  
**JOHNSON COUNTY JUVENILE BOARD**  
**MEETING FOR AUGUST 9<sup>TH</sup>, 2016**

The Johnson County Juvenile Board met August 9<sup>th</sup>, 2016, at 12:00 p.m., in the jury room of the County Court at Law No. 1, fourth floor, Guinn Justice Center, pursuant to required notice.

The following board members were present: Judge Roger Harmon, Judge William Bosworth, Judge John Neill, Judge Wayne Bridewell, Judge Steve McClure, and Judge Robert Mayfield. Also present was Director of Juvenile Services Lisa Tomlinson, County Attorney Bill Moore, and JJAEP Deputy Director Cristy Malott.

**1. INVOCATION:**

Judge McClure gave the invocation.

**2. APPROVAL OF THE MINUTES FROM AUGUST 20, 2015, AND JANUARY 20, 2016:**

A motion was made by Judge Mayfield and seconded by Judge McClure to approve the minutes as printed.

**3. REVIEW OF THE JJAEP PERFORMANCE MEASURES AS REQUIRED BY TJJD STANDARDS:**

Ms. Malott gave an overview of the JJAEP program for the last year. A motion was made to approve the report by Judge Mayfield and seconded by Judge Neill. Motion carried.

**4. RATIFICATION OF THE JJAEP MOU:**

Ms. Malott reported that the revised Memorandum of Understanding had been approved by all 11 school districts in the county. Judge Harmon made a motion to approve, seconded by Judge Bridewell. Motion carried.

**5. CONSIDERATION OF APPROVAL OF THE JJAEP POLICY AND PROCEDURE MANUAL INCLUDING THE STUDENT CODE OF CONDUCT:**

Judge Mayfield made a motion to approve the policy and procedure manual as revised, seconded by Judge McClure, motion carried.

**6. CONSIDERATION OF APPROVAL OF THE TEXAS JUVENILE JUSTICE DEPARTMENT 2016-2017 AMENDMENTS; A. AMENDMENT #2; B. AMENDMENT #7; C. AMENDMENT #8:**

Ms. Tomlinson presented the three above-listed state amendments. Judge McClure made a motion to accept the proposed amendments. Motion seconded by Judge Mayfield. Motion carried.

**7. CONSIDERATION OF APPROVAL OF CONTRACTS: A. NATHAN BROWN'S CONTRACT FOR READING, MATH, AND SUBSTITUTE TEACHING SERVICES:**

A motion was made to approve the contract of Nathan Brown for reading, math, and substitute teaching services. Motion made by Judge Bridewell, seconded by Judge McClure, motion carried.

**8. CONSIDERATION OF APPROVAL OF AMENDMENT TO CONTRACT: A. YOUTH ADVOCATE PROGRAMS:**

Judge Mayfield made a motion to approve the Youth Advocate Program contract. Motion was seconded by Judge McClure. Motion carried.

**9. RATIFICATION OF CONTRACTS: A. DR. DANIEL ALTMAN, PSYCHOLOGIST; B. TOM GREEN COUNTY – PRE ADJUDICATION; C. GREGG COUNTY – PRE ADJUDICATION; D. WICHITA COUNTY – PRE ADJUDICATION; E. NANCY EVANS – LPCI; F. DENTON COUNTY – PRE ADJUDICATION; G. DENTON COUNTY – POST ADJUDICATION; H. YOUTH ADVOCATE PROGRAMS/SANTA FE YOUTH SERVICES:**

A motion was made by Judge McClure to ratify the contracts in items A through H. Motion seconded by Judge Bridewell. Motion carried.

**10. CONSIDERATION OF APPROVAL OF JUVENILE RECORDS THAT HAVE BEEN OR WILL BE DESTROYED: A. 32 YEAR OLDS; B. OLD TEEN COURT RECORDS:**

A motion was made by Judge Bosworth to approve destruction of the paper records held in the juvenile probation department for the above-mentioned items. Motion seconded by Judge Mayfield. Motion carried.

**11. REVIEW OF STAFF AND ORGANIZATION OF THE JUVENILE DEPARTMENT:**

A discussion was held concerning the organization of staff in the juvenile department. Judge Mayfield made a motion that the board create the position of assistant chief of juvenile services, and that Ms. Tomlinson be authorized to employ someone in that position at a salary up to \$72,500 if no added county funds are required. Motion seconded by seconded by Judge Neill. Motion carried.

**12. DISCUSSION AND TAKE ANY APPROPRIATE ACTION REGARDING JUVENILE DETENTION ISSUES, HOLDING OF JUVENILE OFFENDERS, AND TRANSPORTATION OF JUVENILE OFFENDERS:**

No action was taken

**13. ADJOURNMENT:**

A motion was made to adjourn. Motion carried.

Respectfully submitted,



Robert Mayfield, Chairman  
Johnson County Juvenile Board