



State of Utah

GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

DEPARTMENT OF HUMAN SERVICES

ANN SILVERBERG WILLIAMSON
Executive Director

DIVISION OF JUVENILE JUSTICE SERVICES

SUSAN V. BURKE
Director

DEBBIE WHITLOCK
Deputy Director

MEMORANDUM

Date: September 29, 2016
To: DHS Human Resource Dept. & JJS Assistant Program Directors
From: Susan Burke
Re: Personnel Actions

This memo replaces the memo of the same subject dated February 23, 2005.

Minimum pay offers

- Office Specialist - \$12/hour
- General Maintenance Workers - \$11/hour
- Food Service Workers - \$11/hour

For all other positions, any offers above the entry step to potential candidates may be given with approval from the Division Director.

Hiring and Promotions

JJS Technician I – part-time

- Required qualifications
 - Have a high school diploma

JJS Technician II – part-time

- Required qualifications
 - Have a high school diploma
 - Have one year of experience working with troubled or at-risk youth, or a combination of education and experience to equal one year.
- A part-time JJS Technician I may be automatically promoted to part-time JJS Technician II after completing all mandatory training and 1500 documented hours of work for the Division.

JJS Technician II – full time

- Required qualifications
 - Have a high school diploma
 - Have one year of experience working with troubled or at-risk youth, or a combination of education and experience to equal two years.

JJS Counselor I

- Required qualifications
 - Pass the Counselor Test
 - Have a four-year college degree in a related field or four years of experience working with troubled or at-risk youth, or a combination of education and experience to equal four years.
- Promotion from a JJS Counselor I to a JJS Counselor II automatically occurs after two years of Counselor I experience or upon earning a master's degree in a related field.

JJS Counselor II

- Required qualifications
 - Pass the Counselor Test, if not already a JJS Counselor I
 - Have a master's degree in a related field or six years of experience working with troubled or at-risk youth, or a combination of education and experience to equal six years.
- JJS Counselor II's are eligible to apply for promotions to JJS Counselor III or Case Manager after seven years of experience working with troubled or at-risk youth, or a combination of education and experience to equal seven years.
- JJS Counselor II's are eligible to apply for promotions to Supervisor or Assistant Program Director positions after eight years of experience working with troubled or at-risk youth, or a combination of education and experience to equal eight years.

JJS Counselor III and Case Manager

- Required qualifications
 - Pass the Counselor Test, if not already a JJS Counselor II
 - Have a master's degree in a related field or seven years of experience working with troubled or at-risk youth, or a combination of education and experience to equal seven years.
- JJS Counselor III's and Case Managers are eligible to apply for Supervisor or Assistant Program Director positions after eight years of experience working with troubled or at-risk youth, or a combination of education and experience to equal eight years.

Related educational degrees

- Social Science
- Sociology
- Psychology
- Criminal justice
- Education

Associate Degrees in general studies shall count as two years of education.

For verification purposes, transcripts must be uploaded to the NeoGov system.

Exceptions to these degrees must be approved by the Division Director.