

8901
CORRECTIONS PROGRAM MANAGER 1

Nature of Work

Under general supervision, performs managerial work in coordinating and evaluating operational and special services programs for the Division of Corrections and Rehabilitation (DCR). Programs administered are typically a program within a major organizational unit at the agency-level or special services of a comparable size and complexity. Responsibilities include program implementation and evaluation, direction of supervisory, professional and support staff and the maintenance of required records and reports. Performs in accordance with established policies and procedures in the functional area; limited authority to vary work methods and procedures. Performs related work as required.

Distinguishing Characteristics

These positions are typically responsible for a program component related to the mission of a major unit at the agency-level or statewide programs or grants of a specialized nature with small staffs. Typically, positions at this level report to a unit Director at the DCR central office or serve as a Program Manager or Deputy Director of the parent unit or program.

Examples of Work

Directs the work of staff.

Assists in the development of policies and procedures in the program specialty.

Coordinates the program or grant area with agency units and institution and with state, federal and local agencies.

Plans and evaluates the work of subordinate staff.

Develops and implements specialized treatment programs such as drug/alcohol programs on a statewide basis.

Develops and implements specialized staff training .

Assists in the recruitment and selection of staff; recommends discipline and staff development.

Cooperates with educational, social service, health and rehabilitation agencies in program/service delivery.

Maintains records in program area; prepares regular and special reports.

May develop curricula and training programs for correctional officers and other staff; administers Corrections Academy budget.

Knowledge, Skills and Abilities

Knowledge of modern theories, principles and practices of corrections and rehabilitation.

Knowledge of state and federal laws and regulations relating to corrections and rehabilitation.

Knowledge of correctional education and rehabilitation programs; classification methods and techniques.

Ability to develop policies and procedures.

Ability to coordinate program/services on an inter- and intra- agency level.

Ability to plan and evaluate the work of supervisors and other staff.

Ability to develop and maintain effective working relationships with educational, health, social service and rehabilitation agencies.

Ability to maintain records of program operations.

Ability to communicate effectively, both orally and in writing.

8901

CORRECTIONS PROGRAM MANAGER 1 (cont'd)

Minimum Qualifications

Training: Graduation from a regionally accredited college or university.

Substitution: Full-time or equivalent part-time paid experience as described below may substitute for the required training on a year-for-year basis.

Experience: Five (5) years of full-time or equivalent part-time paid professional experience in a corrections, probation/parole, law enforcement, social work, nursing, or related behavioral science field, one (1) year of which must have included responsibility for program administration.

For positions in Prison Industries: Five (5) years of full-time or equivalent part-time paid production or corrections experience, one (1) year of which must have been in a supervisory capacity.

Substitution: Master's degree from a regionally accredited college or university may substitute for the required experience on a year-for-year basis.

Established: 08/19/1993

Revised: 05/01/1994; 08/02/1994; 08/13/1999; 07/01/2018

Effective: 07/01/2018