

8902
CORRECTIONS PROGRAM MANAGER 2

Nature of Work

Under general supervision, performs managerial work in coordinating and evaluating operational and treatment programs for the Division of Corrections and Rehabilitation (DCR). Programs administered are typically specialized in nature or a primary element of a statewide program. Responsibilities include inter- and intra- coordination and program evaluation. Work is effectuated through supervisor, and subordinate staff. Exercises independent judgement and considerable latitude in the execution of assigned duties and responsibilities. Performs related work as required.

Distinguishing Characteristics

These positions report to a bureau-level Chief of Operations, an Assistant Commissioner, or Deputy Commissioner and serves as the Director at the agency-level. These positions have responsibility for a specialized statewide program such as security, inmate or offender services, prison industries or corrections academy administration or programs/units of comparable size and complexity.

Examples of Work

Directs the work of staff.

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

Coordinates the operational program with other institutional units and collateral agencies.

Plans and evaluates the work of supervisors and other staff; makes assignments and reviews operational plans.

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

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.

Minimum Qualifications

Training: Bachelor's degree 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.

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CORRECTIONS PROGRAM MANAGER 2 (cont'd)

Minimum Qualifications (cont'd)

Experience: Six (6) 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.

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: 08/02/1994; 07/01/2018

Effective: 07/01/2018