

8903
CORRECTIONS PROGRAM MANAGER 3

Nature of Work

Under administrative direction, performs advanced or complex managerial work in the development, coordination and evaluation of major operational and treatment programs for the Division of Corrections and Rehabilitation (DCR) or the Department of Military Affairs and Public Safety (DMAPS). Programs administered are complex in nature and statewide in scope, typically covering all institutions and/or facilities and inmate and/or offender populations. Responsibilities include planning, policy development, coordination and evaluation of program operation. Work is effectuated through subordinate managers including a large staff of professional, technical and support employees. Exercises independent judgment 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, Deputy Commissioner, Commissioner or the Department Head and have responsibility for complex, statewide programs of an operational or treatment nature. These positions function as Chief of Staff, Director of Compliance and Audits, or a Regional Director and are responsible for the supervision and direction of Corrections Superintendents, or other positions at equivalent levels.

Examples of Work

Leads and directs the work of Corrections Superintendents or other high-level managers.
Assists in the development and promulgation of rules, regulations and policies governing the programs and operations of the department.
Develops/reviews proposed legislation relating to correctional programs or facilities.
Appears before the Legislature relating to correctional programs.
Coordinates the work of federal, state and local correctional and public safety agencies.
Plans, develops, and coordinates program operations for all facilities.
Cooperates with educational, social service, health, and rehabilitation agencies in program/service delivery.
Oversees the preparation of regular and special reports/studies on program operation; presents and defends same before legislative committees.
Makes presentations to civic, governmental and advocacy groups.

Knowledge, Skills and Abilities

Knowledge of modern theories, principles and practices of corrections and rehabilitation.
Knowledge of modern correctional organizations and operation.
Knowledge of state and federal laws and regulations relating to corrections and rehabilitation.
Knowledge of correctional education and rehabilitation programs; classification methods and objectives.
Ability to plan, develop, coordinate and evaluate comprehensive treatment and operational programs of the agency.
Ability to evaluate, develop and present legislation and regulations on agency programs and operations.
Ability to supervise the work of managerial, professional and support staff.
Ability to develop and maintain effective working relationships with civic, government and advocacy groups.
Ability to communicate effectively, both orally and in writing.

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CORRECTIONS PROGRAM MANAGER 3 (cont'd)

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.

Experience: Eight (8) 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, two (2) years of which must have included responsibility for statewide program administration, or correctional facility management.

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: 08/05/1999; 03/23/2018; 07/01/2018

Effective 07/01/2018