

8904

CORRECTIONS PROGRAM MANAGER 4

Nature of Work

Under administrative direction, performs advanced or complex statewide managerial work in the development, coordination and evaluation of a bureau, other major operational or administrative component, or program for the Division of Corrections and Rehabilitation (DCR) or Department of Military Affairs and Public Safety (DMAPS). The major operational or administrative component or programs administered are complex in nature and statewide in scope, typically covering an entire bureau within the DCR, 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 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 an Assistant Commissioner, the Deputy Commissioner, the Commissioner or the Department Head and have responsibility for complex, operational or administrative, bureau-wide or statewide programs. Typically, positions at this level function as a bureau-level Chief of Operations, or at equivalent levels.

Examples of Work

Directs the operation of a bureau, or other major operational or administrative component or program. Develops and promulgates 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 theories, principles and practices of corrections and rehabilitation.

Knowledge of 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 create, analyze and present reports.

Ability to communicate effectively, both orally and in writing.

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CORRECTIONS PROGRAM MANAGER 4 (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: Ten (10) years of full-time or equivalent part-time paid professional experience in an adult or juvenile correctional custody or criminal justice program administration, seven (7) years 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: 07/01/2018

Effective: 07/01/2018