

CORRECTIONS PROGRAM SUPERVISOR

Nature of Work: Under limited supervision, performs advanced work in the planning, implementation, and evaluation of programs/services characteristic of the Division of Corrections or the Regional Jail and Correctional Facility Authority. An incumbent in this classification bears responsibility for administering a program within individual facilities of the Division or Authority located throughout the state. Performs related work as required.

Distinguishing Characteristics: The Corrections Program Supervisor is distinguished from the Corrections Program Specialist, Senior by the assigned responsibility for a secondary program or operational unit at a large correctional facility or a primary program or operational unit at a small facility.

Examples of Work

- Supervises the work of professional, paraprofessional and support staff.
- Interprets federal and state laws, regulations, and guidelines for staff.
- Consults with other program or technical area staff, supervisors, or managers concerning projects and priorities.
- Develops rules, policies, and legislation regarding specific work projects.
- Plans, implements, and reviews programs of physical fitness, recreation, and outdoor education for the residents of an institution.
- Evaluates program or technical area effectiveness.
- Develops research, information, or training programs.
- Assists the Superintendent with day-to-day operations.
- Reviews and advises Superintendent on fiscal matters.
- Plans and develops budget requests and short-and-long-range work plans.
- Oversees maintenance of an institution.
- Writes, edits, or contributes to policy and procedure manuals.
- Has contact with federal, state, local program representatives and officials, Division of Corrections or Regional Jail and Correctional Facility Authority management and staff, and legislature.

Knowledge, Skills and Abilities

- Knowledge of the federal and state regulations, laws, and statutes governing program or technical area.
- Knowledge of the rules, regulations, policies, and procedures of the Division of Corrections or Regional Jail and Correctional Facility Authority management and staff, and legislature.

CORRECTIONS PROGRAM SUPERVISOR (CONT'D)**Knowledge, Skills and Abilities (cont'd)**

Knowledge of the objective of the program or technical area, its procedures, policies, and guidelines, and its relationship to the rest of the Division or Authority, and other user entities.

Ability to plan and coordinate work, plan and project budgeting needs, and organize work and projects.

Ability to analyze situations, problems, and information and develop appropriate responses and resolutions.

Ability to communicate well, both orally and in writing.

Ability to assign, direct, and review the work of others.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a degree in criminal justice, corrections, social work, or related behavioral science field.

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: Six years of full-time or equivalent part-time paid professional experience in a corrections, probation/parole, law enforcement, social work, recreation, religion or related behavioral science field.

Substitution: Master's Degree from an accredited college or university in criminal justice, corrections, social work, or related behavioral science field may substitute for the required experience on a year-for-year basis.

Established: 8/19/93
Revised: 8/2/94; 10/4/95
Effective: 10/4/95