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Corrections Associate Superintendent 1

Nature of Work

Under general supervision, performs managerial work in coordinating and evaluating operational and administrative programs for the Division of Corrections and Rehabilitation (DCR) at adult and juvenile correctional facilities, prisons, jails and centers. These positions exercise managerial responsibility and authority for an assigned major operational or administrative component of the facility organizational structure, such as the: Security Division, Rehabilitation Programs and Treatment Division, or Operations Division. These positions will review and evaluate effectiveness and efficiency of institution programs within their division. Provides direction and oversight by developing short-and long-range plans; develops and oversees the implementation of policies and procedures; reviews the concerns of staff and inmates, offenders or residents; provides oversight for organizational compliance with applicable statutes, rules, policies, procedures and standards. These positions will assist the Superintendent and Deputy Superintendent in determining long range operational objectives and will serve as a member of the institution's senior management team to evaluate and prioritize budget needs. Work is effectuated through supervisors 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 are distinguished from the Corrections Associate Superintendent 2 by the operational mission and bureau assignment of the facility. The Corrections Associate Superintendent 1 classification is specific to facilities assigned to the Bureau of Community Corrections and the Bureau of Juvenile Services.

Examples of Work

Acts as the senior advisor to the Deputy Superintendent and/or Superintendent for their assigned area of responsibility and authority.

Develops policies and procedures.

Manages, directs and coordinates their assigned institutional division with other institutional divisions, other institutions and collateral agencies.

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

Monitors and evaluates program or unit operations and the services provided to staff and offenders.

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

Makes recommendations for hiring, promotion and disciplinary matters.

Assists in the recruitment, training, coaching and development of staff.

Conducts, reviews or approves staff performance evaluations.

Testifies in court or administrative proceedings.

Acts in the absence of the Superintendent or Deputy Superintendent.

Knowledge, Skills and Abilities

Knowledge of modern theories, principles and practices of adult or juvenile corrections.

Knowledge of state and federal laws and regulations relating to adult or juvenile corrections.

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Corrections Associate Superintendent 1 (Cont'd)

Knowledge, Skills and Abilities (cont'd)

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

Ability to develop policies and procedures.

Ability to coordinate programs/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 four-year 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 adult or juvenile correctional custody or criminal justice program administration to include three (3) years in the supervision of employees.

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