

Class Concept

Work in this class involves planning, directing, and coordination of multiple correctional operations/programs including custody, administration, and programs. Positions are part of Adult Corrections prison management team. Employees are located centrally and have oversight over multiple programmatic duties that affect prisons, such as: developing and maintaining Prison policies and procedures, security programs and audits, specialized operational teams such as SORT, PERT, and SERT, diagnostic services, security services, staff training, programmatic services, inmate classification, inmate discipline, and inmate transfer. Employees participate in the long range organizational planning of prisons, to include the development of new and revised policies and procedures. Employees actively monitor budget and operational costs and make recommendations to improve efficiencies while maintaining public safety. Positions typically supervise multiple staff in a variety of operational/programmatic areas. Position may report to a Deputy Director or Director of Prisons.

Recruitment Standards

Knowledge, Skills, and Abilities:

- Thorough knowledge of inmate custody and program management within a correctional setting
- Thorough knowledge of inmate custody practices and procedures to include knowledge of inmate rehabilitation
- Thorough knowledge of the principles of administration involved in managing state correctional operations/programs
- Thorough knowledge of restrictive housing policies and procedures, including placement, continuation, promotion, and release from restrictive housing
- Thorough knowledge of security threat groups
- Thorough knowledge of effective management and supervision practices
- Skill in motivating, coaching, and leading employees
- Skill in effective verbal and written communication
- Skill in writing, developing, and monitoring policies and procedures
- Ability to review large scale prison operations to determine if there are different methods to deliver excellent public safety while creating cost efficiencies

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and five years of supervisory, administrative, or consultative experience in corrections or related work, or an equivalent combination of education and experience.

Necessary Special Qualifications

Must be eligible for certification by the North Carolina Criminal Justice Education & Training Standards Commission.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.