

### Class Concept

Work in this class involves the oversight of the development and implementation of recruitment and retention plans and processes for Correctional Officers. Positions in this class directly supervise regional Correctional Career Coordinators who are located across the state. Collaborates with community resources to develop strong potential recruitment sources for Correctional Officers. Positions develop and manages an employee recruitment and retention system; establishes procedures to gather, monitor, coordinate and track Correctional Officer recruitment and retention data in order to provide data on program status and results. Recruiting efforts may include public speaking engagements at conferences, seminars or other functions to represent the mission and work of the Department.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge and understanding of the provisions, objectives, and goals of North Carolina Department of Public Safety, Division of Adult Correction and Juvenile Justice facilities.
- Thorough knowledge of the principles and practices of public and business administration and an understanding of organizational structures and governmental agencies.
- Ability to plan, coordinate, and direct a statewide program, including coordinating the work of professional staff.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently and have precise analytical and conceptual skills.

#### Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and four years of experience in a professional, administrative, consultative or coordinative role within the Division of Adult Correction and Juvenile Justice, three of which must have been in a supervisory role, or an equivalent combination of education and experience.

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