

Class Concept

Positions in this class direct programs for the rehabilitation of inmates in the prison system. Positions at this level are responsible for administering programs for inmates at the larger prison facilities, or facilities having broader scope and complexity of programming; or positions function as assistants to the Programs Director II in larger institutions, offering a variety of program services. Positions in this class may also be responsible for directing a major program in a region or statewide basis. The primary programs areas are inmate classification; correctional programs including work release, incentive wage, study release, educational/vocational, volunteer programs, religion, cognitive-based interventions, and recreation; and correctional counseling. Work involves supervision of subordinate personnel who are responsible for the implementation, development, and maintenance of the programs on a daily basis. Positions are responsible for coordinating programs with custody and other facility staff.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of policies and procedures of the Prisons section.
- Thorough knowledge of correctional programs and evidence-based practices.
- Thorough knowledge of methods and practices of rehabilitative counseling, planning, guidance, and placement.
- Thorough knowledge of basic psychology, sociology, and psychological testing.
- Working knowledge of services available from the community and other public and private programs.
- Skill in supervision and management techniques.
- Ability to gather and evaluate information concerning an individual's past experience, training, attitude, social environment, and mental capabilities.
- Ability to develop clear and concise reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain an effective relationship with inmates, inmates' families, and a variety of professional and paraprofessional personnel.
- Ability to synthesize data with acquired knowledge of complexion or correctional programs and unique aspects of the various prison units; and makes decisions essential to the inmate classification process.

Minimum Education and Experience

Bachelor's degree in a human services or criminal justice field from an appropriately accredited institution and two years of experience in correctional programs management or related work; or an equivalent combination of education and experience.