

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 having broader scope and complexity of programming. Positions provide direction to the programs staff in methods and techniques to be followed in carrying out programs. Positions in this class may also be responsible for directing and statewide programs. The primary programs areas are inmate classification, inmate discipline, correctional programs, including incentive wage, 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. This level is differentiated from the Correctional Programs Director I by added scope and complexities at the larger institutions where located.

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.
- Thorough 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 experiences, training, attitude, social environment, and mental capabilities.
- Ability to develop clear and concise reports.
- Ability to interpret testing results and psychological factors relating to an inmate's status.
- 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 of correctional programs and unique aspects of the various prison units, and makes decisions essential to the inmate classification process.
- Ability to communicate effectively, both orally and in writing.

Minimum Education and Experience

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