

### Class Concept

Positions in this class serve as the programs coordinators for a region of the Prisons section, which includes an established number of facilities/institutions. Positions in this class may oversee/manage specific programs, statewide, and provide advice and guidance to field staff. The primary programs areas are inmate classification, inmate disciplinary, correctional programs including work release, incentive wage, study release, educational/vocational, volunteer programs, religion, cognitive-based interventions, home leave, MAPP, substance abuse, and recreation, and correctional counseling. Work involves developing new programs for inmates and monitoring the overall quality and quantity of programs, coordinating, developing and implementing program content for staff training, and serving as a technical resource or consultant to region management, facility management, and facility programs staff. Positions may be delegated responsibility for approving certain inmate classification actions for the region director. Positions may supervise some subordinate programs staff. This level is differentiated from the Correctional Programs Director II by added scope and complexity.

### 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 services available from the community and other public and private programs.
- Thorough knowledge of methods and practices of rehabilitative counseling, planning, guidance, and placement.
- Thorough knowledge of basic psychology, sociology, and psychological testing.
- Skill in supervision and management techniques.
- Ability to interpret testing results and psychological factors relating to an inmate's status
- 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 synthesize data with acquired knowledge of complexion of programs and unique aspects of the various prison units, and makes decisions essential to the inmate classification process.
- Ability to establish and maintain an effective relationship with inmates, inmates' families, and a variety of professional and paraprofessional personnel.
- 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 four 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.