

### Class Concept

This is administrative and managerial work assisting in directing the activities of a section of prisons. Work in this class involves planning, developing, implementing, analyzing and evaluating prison operations including inmate custody and security, correctional programs, human resources, budgeting, purchasing, facility maintenance, staff and inmate safety, and inmate issues and activities. Those inmate issues and activities include conditions of inmate confinement, inmate feeding, housing, clothing, medical, dental, mental health, education and vocational programs for all the State's prisons. The position in this position ensures consistency and accountability of prison operations through performance analysis, operational data reviews and operational audits. This position will also be involved with the planning of all prison expansions, closings, and/or consolidations. The laws, policies, and priorities affecting this position change constantly. Re-planning and re-prioritizing of assignments occur on a daily, and sometimes hourly, basis. Supervision received by this position is general in nature and considers organizational progress toward achievement of departmental objectives. Instructions are very broad and general in nature. The position reports to the Director of Prisons and may perform the responsibilities of the Director in his/her absence.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of inmate custody and program management in correctional settings.
- Thorough knowledge of inmate custody practices and procedures to include knowledge of inmate rehabilitation.
- Thorough knowledge of security threat groups.
- Thorough knowledge of the principles of administration involved in operating a state correctional facility.
- Thorough knowledge of governmental processes, prison operations, and state policies and laws governing prisons and correctional programs.
- Working knowledge of budgeting procedures, accounting, and business management.
- Skill in motivating, coaching, and leading employees.
- Ability to effectively communicate with a wide variety of inmates, staff, public, and other officials.

#### Minimum Education and Experience

Bachelor's degree in Criminal Justice, Human Services, Public Administration, or related field from an appropriately accredited institution and six years of experience in prison administration, four of which must have been in programs or operations in a correctional setting; or an equivalent combination of education and experience.