

Class Concept

This position is responsible for managing the statewide jail inspection program within the Division of Health Service Regulation (DHSR), Construction Section. The position is responsible for monitoring and promoting compliance with the minimum state jail standards governing the operation, development, and planning of county, municipal, and regional jails in North Carolina. A summary of tasks common for an employee in this position are: supervising a jail inspection team; setting the inspection team's work priorities; reviewing staff inspection reports and documentation for accuracy; conducting staff performance reviews; adjusting operational methods to meet changing program needs and quality control standards; conducting on-site semi-annual inspections and inmate complaint and death investigations; and inspecting jail construction projects to ensure compliance with state laws and rules. This position provides technical assistance to the public, local sheriffs and county officials related to compliance with the minimum state jail standards and state laws. This position also provides technical assistance to the plan review staff of the Construction Section related to the design and construction of county, municipal and regional jails. The Jail Inspection Program Administrator is distinguished from a Jail Inspector by: serving as a subject matter expert on inspection protocols, state laws and rules; managing the work of the jail inspection team; and conducting ongoing training of a Jail Inspector. Position reports to an Engineering Supervisor with the DHSR, Construction Section.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of general statutes, rules and regulations that govern jail operations in North Carolina.
- Considerable knowledge of jail safety, security procedures, equipment, and systems.
- Considerable knowledge of current and past court decisions as they relate to inmates.
- Considerable knowledge of humane treatment and human rights issues related to the incarceration of inmates.
- General knowledge of the North Carolina State Building Code requirements for local jail and detention facilities.
- Ability to independently perform and direct the inspections of jails to evaluate conformance with state laws and rules.
- Ability to analyze and evaluate inspection findings for compliance with building codes and state laws and rules.
- Ability to organize, evaluate and present oral and written information effectively.
- Ability to establish and maintain effective relationships with other government agencies, sheriffs, county officials and the public.
- Ability to supervise, train and review work of subordinates in jail inspections and investigations.
- Ability to plan work of an inspection unit in an efficient and effective manner.
- Skill in the use of Window-based computer applications such as Microsoft Word, Power Point and Excel

Minimum Education and Experience

Bachelor's degree in criminal justice, sociology or related discipline from an appropriately accredited institution and four years of experience in the administration of a jail or correctional program, or an equivalent combination of education and experience.