

PRISON WARDEN II

Employees in this class under the general supervision of the Deputy Director, Division of Prisons, plans, directs, and coordinates the total operations of Central Prison, the State's only maximum security prisons operation for males. The facility also provides diagnostic/reception services for a large inmate population, mental health services, as well as providing a wide variety of dental and medical services. Due to the unique nature of Central Prison, employee is required to manage a variety of public relations matters which are often very sensitive.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee is responsible for the planning and management of the fiscal, administrative and operational implementation of policies and procedures. Work involves coordination with departmental staff in developing goals to meet Division of Prisons (DOP) objectives and to ensure compliance with policies and procedures. Work requires continuous development and justification of operational needs to include custodial, program, personnel, maintenance and budgetary needs for both short and long-range planning efforts. Major changes in operation of the institution are reviewed and approved by supervisor.

Organizing and Directing - Employee coordinates and directs line staff in administrative, custodial, rehabilitative, medical, psychiatric and diagnostic functions of the institution. Work involves setting priorities and delegating daily supervision to line staff. Employee determines needs for changes in organizational structure or procedure. Major changes are approved by supervisor.

Budgeting - Employee evaluates budget needs, establishes priority of needs according to component requirements and justifies needs to prison administrators. Work involves operating within budgetary parameters for making routine fund transfers.

Training - Department of Correction (DOC) state-level training office provides basic training for new staff. Employee establishes or reviews and approves proposed advanced administrative and technical training for staff. Training requiring fund approval is justified to supervisor.

Setting Work Standards - Employee provides considerable input into the development of policies and procedures, particularly from an institutional perspective. Work involves ensuring that policies and procedures are carried out through line staff and ensuring that limited resources are directed to accomplish the required quality of services. Employee develops or reviews and approves recommended changes in internal policies and guidelines to fit the institution. Major changes are approved by supervisor.

Reviewing Work - Employee monitors work through staff meetings with line staff and monthly reports. Work involves providing overall administrative review, and providing technical review in such areas as custody and programs.

Counseling and Disciplining - Employee discusses problems with subordinates. DOC Policy and Procedures establishes employee authority, upon advising supervisor, to give written notice to subordinates of disciplinary action being recommended.

Performing Other Personnel Functions - Employee recommends or reviews and approves recommendations on promotions, salary increases and new hires at the institution. Final approval is made by supervisor, Director of Prisons, and Secretary of Correction. Work involves conducting performance evaluations with line staff and performing management evaluations on subordinate employees.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employee directs staff in the management of Central Prison, which provides housing for 900 to 1,000 inmates made up of distinctive groups requiring or engaged in specific rehabilitative services. Central Prison provides various services for the prison system, such as diagnostic/reception services for long-term felons; two mental health hospitals for close and maximum custody chronically mentally ill, extremely aggressive mental health cases; a medical hospital with specialized services through contracted medical consultant specialists; housing for intensive management groups, based on criteria of threat and danger to staff or other inmates; housing for death row inmates; housing for court assigned safekeepers awaiting trial or appellant trial, age 21 or over; and treatment and housing for medical, dental, and mental health outpatient inmates. Facility provides large incentive wage and recreational programs for inmates and smaller programs such as academic and vocational education, life enrichment, and religious programs. Work involves adapting and shifting limited organizational resources to implement procedures to meet departmental goals or implement new programs. Major changes in organizational structure, programs or procedures are approved by supervisor.

Variety of Work Supervised - Work involves providing technical direction to custody and program components, and providing overall administrative direction in all other areas.

Number of Employees Responsible For - 584

III. EXTENT OF SUPERVISION RECEIVED: Employee directs activities within the institution independently, advising the supervisor as necessary. Major changes in organizational structure, programs or procedures are approved by prison administration.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: The institution operates three shifts a day, seven days a week.

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities - Thorough knowledge of regulations and procedures provided by DOC. Thorough knowledge of the principles of administration involved in operating a State correction facility. Considerable knowledge of the management techniques and the correctional policies governing inmate custody and rehabilitation. Some knowledge of basic human psychology applicable to the inmate population. Ability to organize and supervise the activities of a large group of employees. Ability to establish and maintain an effective relationship with inmates, inmates' relatives, professional and para-professional personnel and the media. Ability to express ideas clearly and concisely, both orally and in writing. Ability to think clearly and act quickly and effectively during emergencies.

Minimum Training and Experience - Graduation from a four-year college or university and five years of experience in corrections or related work, or two years of experience as a Correctional Superintendent; or an equivalent combination of training and experience.

Necessary Special Qualifications - Must be eligible for certification by the N.C. Criminal Justice Training and Standards Council.

Special Note - This is generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.