

CORRECTIONAL ADMINISTRATOR I

Employees in this class administer and coordinate the overall correctional operations for a large geographic area of the State or for a complex. Employees provide supervision for ten to twelve field units and, in some cases, a back-up institution or for a complex composed of several institutions or facilities. Employees participate in the development of Division policy and disseminate this to the field units or institutions. Employees report to a Correctional Administrator II.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees manage the operation and implementation of policies and procedures within an area or complex and provide considerable input into the development of goals, policies, and procedures for the Division. Work involves establishing priorities for each unit or facility to meet the goals of the Division and ensuring that policies and procedures are met while supporting quality and quantity of services. Employees in this class may be involved in developing and recommending new concepts for a field unit or facility in order to provide custody or program services for a certain type of criminal offender. Major changes in programs and operation of units or facilities are approved by prison administration. Long-range planning is made by prison administration with significant input from employees in this class.

Organizing and Directing - Employees direct staff in the custody and security of inmates, delivery of services provided the inmate population, implementation of new programs, and improved methods of operation. Particular emphasis is placed on the coordination and allocation of resources to include personnel, equipment, and budget. Work involves setting priorities for area or complex and delegating daily supervision to district or line staff. Employees determine needs for changes in organizational structure or procedures. Major changes in organizational structure, procedures, or programs are approved by prison administration.

Budgeting - Employees evaluate budget needs, establish priority of needs according to component requirements, justifying needs and priorities to Prison Administration. Work involves operating within an established budget with leeway for making routine fund transfers.

Training - Employees may recommend staff for advanced or specialized training or request similar in-service training be conducted on-site. DOC state level training office provides basic training for new staff. Employees provide on-the-job training for line supervisors.

Setting Work Standards - Employees provide significant input and participation in the development of policies and procedures with prison administration. Work involves ensuring the policies and procedures are carried out through district or complex staff, and ensure that quality and standards are developed and adhered to. Employees develop internal policies and guidelines to fit the individual units or facilities. Major changes are approved by prison administration.

Reviewing Work - Employees monitor work of subordinates through district or complex staff and directly with the facilities as necessary. Work involves providing overall administrative review and in areas such as custody and programs providing technical review. Employees also review decisions made by staff on classification of inmates to critique the components and programs of the units or facilities. Employee are responsible for quality and quantity of work on a daily basis.

Counseling and Disciplining - Employees discuss problems with subordinates. Department of Correction (DOC) Disciplinary Policy and Procedure establishes employees' authority, upon advising supervisor, to give written notice to subordinates of disciplinary action being recommended.

Performing Other Personnel Functions - Work involves conducting performance evaluations with each line district or complex staff and performing management evaluations on subordinate employees. Employees make recommendations on salary raises for total staff. Work involves assisting in the interviewing and selection of new employees and promotion of employees, with significant input into selection.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees direct staff in the management of correctional facilities within an area or complex. Each area or complex usually consists of small field units which house minimum or medium custody inmates and may have added management complexities due to specialized population or custody level, staff to inmate ratio, population size, added components, or increased variety of programs at the unit, which generates management complexities requiring frequent adjustments to reach solutions; or large facilities delivering services to a specialized inmate population (youthful offenders, mental health population, intensive management population or combination of these populations), or large facilities with a diversified transient population. Work involves adapting and shifting organizational structures to implement policies and procedures which meet the departmental goals, or to implement new programs and recommending changes to prison administration. Major changes in organizational structure, programs, or procedures are approved by prison administration.

Variety of Work Supervised - Work involves providing technical direction to custody and program components and administrative direction to food service, maintenance, and medical components.

Number of Employees Responsible For - 300 to 596.

III. EXTENT OF SUPERVISION RECEIVED: Employees direct activities within area of complex independently. Most problems are handled independently with supervisor being informed after-the-fact. Major changes in organizational structure, programs, or procedures are approved by prison administration.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: All units and facilities operate three shifts a day, seven days a week. Units and facilities within an area or complex are usually located in two to twelve counties.

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 management techniques and correctional practices governing inmate custody and program management. Some knowledge of basic human psychology applicable to the inmate population. Ability to provide leadership to organize and supervise the activities of a large group of employees. Ability to establish and maintain an effective relationship with inmates, inmates' relatives, and professional and paraprofessional personnel. Ability to express ideas clearly and concisely both orally and in writing. Ability to think clearly and act quickly and effectively during emergencies.

NC 06141
OSP 10/80

Minimum Education and Experience - Graduation from a four-year college or university with a Bachelor level degree and five years of experience in prison administration work; or two years of experience as a correctional superintendent; or an equivalent combination of education and experience.

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