

## ASSISTANT CORRECTIONAL SUPERINTENDENT FOR PROGRAMS I

Employees in this class manage the total program services of a prison institution or facility which provides a variety of programs and services to the inmate population, or which serves a special function for the prison system. The program components include a variety of programs such as education and diagnostic services as well as the traditional correctional programs. Facilities house and provide services for a minimum of 200 inmates and staff size is usually in excess of 100. Employees also serve as assistant superintendent in the absence of the Superintendent and participate as part of the management team.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - As a member of the management team, employees provide considerable input into formulative phase of facility goal setting and planning. Input is usually more influential in the programs area. Within the programs area employees plan with their staff, for the operation of ongoing programs as well as the development of new programs. Any changes that affect the total operation of the facility are discussed by the management team and approved by the superintendent.

Organizing and Directing - Employees determine program area responsibilities of subordinate staff. Priorities are established in accordance with facility objectives. The variety of programs and services provided at these facilities requires integration of security considerations with specialized program needs. Changes in subordinates' assignments are made as the need dictates. The superintendent must approve major changes that affect the total operation of the facility.

Budgeting - Employees work closely with administrative officer and superintendent in justifying additional needs, and assist superintendent in establishing priority of needs for new funds. Employees make recommendations for supplies and materials for the programs areas to the superintendent.

Training - Employees recommend staff for advanced or specialized training or request similar in-service training be conducted on site. Employees occasionally participate as trainer in classroom setting. State level training office conducts entry level training.

Setting Work Standards - Employees assist superintendent in development of internal operating policies and procedures to accomplish objectives. Employees assure adherence to established policies and procedures through special instructions to staff and review of programs. Employees assign staff to areas of program activities and make changes as needed.

Reviewing Work - Employees review work of staff through daily observation and through monitoring of program records.

Counseling and Discipline - Employees utilize established Department Disciplinary Policy and Procedure, and State Personnel Manual. Level of disciplinary action at this level is one of issuing written warnings after discussing matter with the superintendent. Employees discuss situations or problems with staff and remedial steps needed.

Performing Other Personnel Functions - Employees conduct performance appraisals on employees directly supervised and management overview on other subordinate employees. Employees recommend applicants for employment or promotion with significant input into the selection, and recommend performance salary increases.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Program needs, procedures, and activities require changes based on the diversity of the population served as well as the diversity of programs and services provided; however, prisons administration and state law primarily establishes programs. Diverse nature of inmates, programs and services requires integration of program components with custody and security components.

Variety of Work Supervised - Employees supervise staff who are responsible for managing programs activities in a variety of programs areas such as: inmate classification, correctional programs, supportive counseling, diagnostic services and educational services. Most of the above programs areas are very interrelated with the inmate classification area.

Number of Employees Responsible For - Normally in excess of 25.

III. EXTENT OF SUPERVISION RECEIVED: Employees work independently on a daily basis in assigning staff and workloads; however, the superintendent must approve significant program changes.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Some staff, because of inmates' schedules, may work second shift and/or weekends. Workforce is basically stable unless an emergency demands staff to assume a custody role.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities – In-depth knowledge of policies and procedures of DOP. In-depth knowledge of correctional programs. Thorough knowledge of services available from the community and other public and private programs. Skill in supervision and management techniques. Ability to interpret testing results and psychological factors relating to an inmate's status. Ability to synthesize data with acquired knowledge of complexion of correctional programs and unique aspects of the various prison units, and makes decisions essential to the inmate classification process. Ability to communicate effectively in written and oral form. Ability to organize and supervise the activities of a group of employees, and to establish and maintain an effective relationship with inmates, relatives, professional, and paraprofessional personnel.

Minimum Education and Experience - Graduation from a four-year college or university with a degree in a human services or criminal justice field and three years of experience in correctional programs management or related work; 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.