

ASSISTANT CORRECTIONAL SUPERINTENDENT FOR PROGRAMS II

Employees in this class manage the total program services of the largest and most comprehensive institutions or facilities which provide a large variety of programs and services to the inmate population or which serve a special function to the prison system. Employees are responsible for and directly supervise the educational, diagnostic/reception, and psychological services as well as the traditional programs components. Facilities house and provide services for approximately 500 or more inmates, and staff size is usually 200 or more. 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 which 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 wide variety of programs and services provided at these facilities requires extensive integration of security considerations with specialized program needs. Changes in subordinate's assignments are made as the need dictates. Major changes which affect the total operation of the facility must be approved by the superintendent.

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 Disciplining - 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 frequent changes based on the wide diversity of the population served as well as programs and services provided; however, programs are primarily established by prisons administrations and state law. The wide diversity of inmates, programs, and services requires extensive integration of programs components with custody and security components.

Variety of Work Supervised - Employees supervise staff who are responsible for managing programs activities in a wide variety of programs areas such as inmate classification, correctional programs supportive counseling, education, diagnostic and psychological services.

Number of Employees Responsible For - Approximately 40-50.

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

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Some staff, because of inmates' schedules, may work second shift and/or weekends. Work force 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. Ability to synthesize data with acquired knowledge of complexion of programs and unique aspects of the various prison units, and make 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 four years of experience in correctional programs management work; or an equivalent combination of education and experience.

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