

## ASSISTANT CORRECTIONAL SUPERINTENDENT FOR CUSTODY AND OPERATIONS I

Work in this class involves assisting a superintendent in management and operations of a medium-size prison institution or facility which provides a variety of programs and services to an inmate population or one which serves a special function for the prison system. Employees have line supervision over the custody and operations functions, but may assist the superintendent in other areas. Facilities house and provide services for a minimum of 200 inmates and staff size is usually in excess of 100.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees provide considerable input into the formulative phase of facility goal setting and component planning. Input is usually concentrated in the area of custody. Any changes in procedures of operations under employees' responsibility must be approved by the superintendent.

Organizing and Directing - Employees structure lower-level positions and manage a major functional component. The variety of programs and services provided requires the integration of security with specialized program needs. Priorities are established in accordance with objectives. Daily supervision is delegated to a shift supervisor. Changes in subordinates' assignments are made as necessary or as needs dictate. Major changes in procedures must be approved by the superintendent.

Budgeting - Employees work closely with administrative officer and superintendent in justifying additional needs and help superintendent establish priority of needs for new funds. Employees make recommendations on any purchases outside those regularly budgeted areas such as clothing or food.

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

Setting Work Standards - Employees assist superintendent in development of internal operating procedures to accomplish objectives. Employees ensure policies and procedures are carried out through line supervisors. Employees recommend major changes to superintendent.

Reviewing Work - Employees review work of subordinates through on-site observation, staff meetings and reports. Employees provide technical and administrative monitoring for quality and effectiveness.

Counseling and Disciplining - Employees utilize established department disciplinary policy and procedure and State Personnel manual. Employees issue written warnings after discussing matter with the superintendent. Employees discuss situations or problems with employees and implement remedial steps needed.

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

### II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees manage the security and operations components in a medium size prison institution or facility affecting daily lives in excess of 200 inmates. Diverse nature of inmates, programs and services requires employees to frequently modify custody and operations components in order to integrate security with other programming components.

Variety of Work Supervised - Work involves supervision of custody, food service and maintenance components. Employees normally provide technical/administrative supervision of these components.

Number of Employees Responsible For - Approximately 100.

III. EXTENT OF SUPERVISION RECEIVED: Major changes or problems are discussed with the superintendent to secure approval for further action, but most day-to-day operations are carried out without close review.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees are responsible for staff who work three shifts a day, seven days a week. Employees keep up with the flow of inmates and custody controls necessary in and out of the prison to provide custody and security of public property, staff and inmates.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the most recent and authoritative findings of inmate custody and program management. Some knowledge of basic human psychology applicable to the inmate population. Considerable knowledge of departmental rules, policies and procedures concerning the custody, care, treatment and training of inmates. Considerable knowledge of the principles of administration involved in operating a state correctional facility. Ability to organize and supervise the activities of employees, and to establish and maintain an effective relationship with 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.

Minimum Training and Experience - Graduation from a four-year college or university and two years of supervisory, administrative, or consultative experience in correction or related work; or an equivalent combination of training and experience.

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

Special Note - This is a 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.