

CORRECTIONAL SUPERINTENDENT III

Employees in this class are responsible for the total operation of a prison institution or large prison facility which provides a variety of programs and services to the inmate population, or serves a special function for the prison system. These facilities house 200-500 inmates, and employees supervise approximately 100 other employees. Employees report to a Correctional Administrator.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees independently operate the facilities implementing the goals of the prison system through planning custody, programs, food service, maintenance, and medical care for inmate population, with periodic review by supervisor. Major changes in components or procedures are approved by prison administration. Long-range planning is made by prison administration, with input from area administrator or complex administrator and employees in this class.

Organizing and Directing - Employees structure security and programs positions, and manage functional program components delivering services to a specialized inmate population (youthful offenders, mental health population, intensive management population, or combination of these populations), or a large diversified transient population. Work involves structurally integrating specialized needs of these inmate population groups with the regular services provided the inmate population. Employees set priorities for each component of the institution or large facility, usually delegating daily supervision to line supervisors of the different components and making work assignment changes as the need arises. Major component or procedural changes are approved by area administrator or complex administrator and prison administration.

Budgeting - Employees operate within an established yearly budget and justify additional needs or transfer of funds to area office or the youth services complex. Work involves providing input into continuing budget needs and projecting maintenance and repair needs. The area office monitors budget on a continuing basis. Employees evaluate budget needs, recommend priorities according to component requirements, justifying needs and priorities to supervisor, and operate within budget with leeway for making routine transfers.

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

Setting Work Standards - Work involves ensuring that policies and procedures are carried out through the line supervisors, and that quality standards are developed and adhered to. Employees may develop internal policies and guidelines to fit their facility and to ensure compliance with statewide policy. Major changes are approved by prison administration.

Reviewing Work - Employees monitor work of subordinates through line supervisors of the various components of the facility. Employees provide overall review of custody, programs, food service, maintenance, and medical components. Employees also review decisions made by staff on classification of inmates to critique the components and programs of the facilities. Employees are responsible for quality and quantity of work on a daily basis.

Counseling and Disciplining - Employees discuss problems with subordinates. 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 supervisor, 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 manage a prison facility, housing 200-500 inmates, which deliver services to a specialized inmate population (youthful offenders, mental health population, intensive management population or combination of these populations), or a large diversified transient population. Work involves adapting and shifting organization structure often to implement new policies and procedures to meet goals of the department. The availability of Federal funds and community interaction often gives employees opportunity to develop and implement new programs. New programs or major program changes are approved by prison administration.

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

Number of Employees Responsible For - Approximately 100.

III. EXTENT OF SUPERVISION RECEIVED: Employees manage the individual facilities independently, discussing major changes or problems with supervisor. Major changes in organizational structure, programs, and policies are reviewed and approved by prison administration. All decisions regarding inmate classification actions are initially approved by employees, while final custody demotions or disciplinary actions are reviewed and approved by area office or complex director. Major emergency problems, such as escapes, are handled by employees. If necessary, specialized assistance is requested from the area office or complex.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Facilities operate three shifts a day, seven days a week. Employees' staffs daily transport inmates to work release jobs, courts, hospitals, etc., and may supervise groups of inmates working away from facility.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the management techniques and human resource development aspects 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 correction facility. General knowledge of community resources. Ability to provide leadership necessary 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 paraprofessional personnel, and volunteers. Ability to express ideas clearly and concisely, both orally and in writing. Ability to think clearly and act quickly and effectively during emergencies.

Minimum Education and Experience - Graduation from a four-year college or university and three years of supervisory, administrative, or consultative experience in correction or related work; or graduation from high school and five years of supervisory experience beyond the correctional officer level in correction 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.