

## PRISON WARDEN I

Employee in this class, under the general supervision of the Command Manager, Female and Specialized Command, plans, directs and coordinates the total operations of the North Carolina Correctional Institution for Women, the state's only maximum security prison for female offenders. This facility manages all of the same services found at Central Prison, with the exception of execution. This facility is the only facility other than Central Prison which houses death row offenders (this one for females), and this location must manage the state's only pregnant inmate population. The facility provides diagnostic/reception services for the entire female command, in-patient mental health services, dental services and in-patient medical services. The incumbent must manage a range of inmate populations covered by nine separate sets of standard operating procedures other than the regular population. These populations include Maximum Security, Safekeepers, Protective Custody, Disciplinary Segregation, Long Term Administrative Segregation, Mental Health, Medical, Processors/PSD, and Medical Out-Patient/Clinics. Security designation for this facility is Maximum/Close. The population size routinely exceeds 1000 female offenders. Correctional programs cover a full range of on-site offerings including Academic/Vocational (including college degree programming), Correction Enterprises, DART, and a variety of personal improvement programs, including effective parenting and anger management. Because of the uniqueness of the mission of this facility within the female command, the incumbent is required to manage a variety of public relations matters which are often highly sensitive. The position reports to the Correctional Administrator II (Command Manager for the Female and Specialized Institution Command).

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee is responsible for the planning and management of the fiscal, administrative and operational implementation of policies and procedures. Work involves coordination with departmental staff in developing goals to meet Division of Prisons (DOP) objectives, and to ensure compliance with policies and procedures. Work requires continuous development and justification of operational needs to include custodial, program, personnel, maintenance and budgetary needs for both short and long-range planning efforts. Major changes in operation of the institution are reviewed and approved by supervisor.

Organizing and Directing - Employee coordinates and directs line staff in administration, custodial, rehabilitative, medical, psychiatric and diagnostic functions of the institution. Work involves setting priorities and delegating daily supervision to line staff. Employee determines needs for changes in organizational structure or procedure. Major changes are approved by supervisor.

Budgeting - Employee evaluates budgetary needs, establishes priority of needs according to component requirements and justifies needs to prison administrators. Work involves operating within budget parameters for making routine fund transfers.

Training - Department of Correction (DOC) state-level training office provides basic training for new staff. Employee establishes or review and approves proposed advanced administrative and technical training for staff. Training requiring fund approval justified to supervisor.

Setting Work Standards - Employee provides considerable input into the development of policies and procedures, particularly from an institutional perspective. Work involves ensuring that policies and procedures are carried out through line staff and ensuring that limited resources are directed to accomplish the required quality of services. Employee develops or reviews and approves recommended changes in internal policies and guidelines to fit the institution. Major changes are approved by supervisor.

Reviewing Work - Employee monitors work through staff meetings with line staff and monthly reports. Work involves providing overall administrative review, and providing technical review in such areas as custody and programs.

Counseling and Disciplining - Employee discusses problems with subordinates. DOC Policy and Procedures establishes employees authority, upon advising supervisor, to give written notice to subordinates of disciplinary action being recommended.

Performing Other Personnel Functions - Employee recommends or reviews and approves recommendations on promotions, salary increases, and new hires at the institution. Final approval is made by Supervisor, Command Manager, Female and Specialized Command and Director of Prisons. Work involves conducting performance evaluations with line staff and performing management evaluations on subordinate employees.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employee directs staff in management of N.C.C.I.W., which provides housing for 1000+ female inmates, made up of distinctive groups requiring specific rehabilitative services. N.C.C.I.W. manages all nine of the separate Standard Operating Procedures (SOP) populations other than regular population inmates in the female command, such as: diagnostic/reception services for long-term female felons, mental health services for close and maximum custody chronically mentally ill aggressive inmates, medical services for the entire female population, segregated housing for intensive management inmates, housing for death row inmates, housing for safekeepers awaiting trial, treatment and housing for medical, mental health and dental out-patients. This facility also provides large incentive wage programs, supports several Correction Enterprises operations, provides vocational programs, has a large recreational program, provides academic programs which include a college degree program and offers a variety of life enrichment and religious programs. Work involves adapting and shifting limited organizational resources to implement procedures to meet department goals or to implement new programs. The operational dynamics of manipulating this variety of populations and programs offerings is unapproached by any facility other than Central Prison.

Variety of Work Supervised - Work involves providing technical direction to custody and program components and providing overall administrative direction in all other areas, such as medical, maintenance, personnel, accounting and purchasing.

Number of Employees Responsible For - 588

III. EXTENT OF SUPERVISION RECEIVED: Employee directs most activities within the institution independently, advising the supervisor as necessary. Major changes in organizational structure, programs or procedures are approved by prison administration.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: The institution operates three shifts per day, seven days per week.

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 the management techniques and the correctional policies governing inmate custody and rehabilitation. Some knowledge of basic human psychology applicable to the inmate population. Ability 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 para-professional personnel and the media. Ability to express ideas clearly and concisely, both orally and in writing. Ability to think clearly and act quickly and effectively during emergencies.

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Minimum Training and Experience - Graduation from a four-year college or university and five years of experience in corrections or related work, or two years of experience as a Correctional Superintendent; or an equivalent combination of training and experience.

Necessary Special Qualifications - Must be eligible for certification by the N.C. 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 in this class, but may not be applicable to all positions.