

DEPUTY PRISON WARDEN I

Employee in this class reports to the Prison Warden I and is directly responsible for the custody, operations, programs and transportation of inmates for the North Carolina Correctional Institution for Women (N.C.C.I.W), the State's only female maximum security operation. This facility is also the only prison other than Central Prison to house all nine of the inmate populations covered by separate standard operating procedures. Employee assists the supervisor in the planning and management of overall operations of the Institution.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee manages the custody operation of N.C.C.I.W. through daily supervision of line staff. Work involves planning for the daily and yearly custody operation of a larger inmate population made up of nine distinctive groups of inmates. As a member of the institution management team, employee assists in establishing overall institutional goals and provides significant input into determining overall operating needs, particularly involving custodial matters.

Organizing and Directing - Employee supervises line staff in custody operations which involves security, housing, feeding, inmate movement and transportation of a diversified group of female inmates, as well as coordinates the maintenance, health services and rehabilitative programs staff. Work involves directing the staff to ensure custody standards are met and that policies and procedures are followed, usually delegating daily supervision to line staff and making work assignment changes as the need arises. Major procedural changes are reviewed and approved by supervisor.

Budget - Employee, as part of the institution management team, provides input into continuing budget needs and projected maintenance and repair needs.

Training - Department of Correction (DOC) state-level employee development office provides basic training for new staff. Employee advises and helps plan training programs to complement the efficient operation of the institution. Work involves recommending staff for advanced training.

Setting Work Standards - Employee, as part of the institution management team, provides significant input into the development of overall internal standards and procedures to meet divisional goals. Employee develops and recommends, with much influence, internal guidelines to accommodate the security and housing of the large, varied inmate population.

Reviewing Work - Employee ensures policies and procedures are being followed in housing and transporting the varied custody level inmate population. Work involves providing administrative and technical review through daily and weekly meetings with line staff, review of written records and reports, and spot checks of work.

Counseling and Disciplining - Employee discusses problems with subordinates. DOC Disciplinary Policy and Procedure establishes employee 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. Employee makes recommendations on salary increases for total custody staff. Work involves assisting in the interviewing and selection of subordinate employees and promotion of employees, with significant input into selection.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employee manages the custody operation of N.C.C.I.W., which provides housing for 1000+ female inmates comprised of all custody levels and distinctive groups requiring or engaged in specific rehabilitative or health services. N.C.C.I.W. provides various services for the prison system, such as: diagnostic/reception services for long term female felons, mental health services for close and maximum custody of chronically mentally ill, aggressive mental health cases, a medical infirmary with specialized services such as pregnancy care through a network of contracted services and area health facilities, housing for intensive management inmates who pose a threat and danger to staff or other inmates, housing for female death row inmates, housing for court assigned Safekeepers awaiting trial or appellate trial, and housing for medical, dental and mental health outpatient inmates. This facility provides large incentive wage and recreational programs for inmates, and smaller programs such as academic and vocation education, life enrichment and religious services. Work involves adapting and shifting custody staff to accomplish integration of the other services. Employee also directs the entire operation of the institution in the absence of the Prison Warden I.

Variety of Work Supervised - Work involves providing technical supervision of custody and program operations. In the absence of the Prison Warden I, administrative supervision is also provided to all other components.

Number of Employees Responsible For - Approximately 588.

III. EXTENT OF SUPERVISION RECEIVED: Employee manages the custody operation independently, discussing major changes or problems with supervisor. Work is reviewed by supervisor through conferences, reports and frequent discussions.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Institution operates three shifts per day, seven day per week. Employee's staff daily transports inmates to other facilities, incentive wage jobs, courts, medical facilities, etc. and staff also supervises inmates housed at other facilities.

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities - Considerable knowledge of authoritative findings of inmate custody and rehabilitation. 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 organize and supervise the activities of a group of employees. Ability to establish and maintain an effective relationship with inmates, inmates' relatives and professional and para-professional 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 of supervisory, administrative or consultative experience in corrections or related work; or graduation from high school and four years of supervisory experience beyond the Correctional Officer level in corrections or related work; 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 of positions in this class, but may not be applicable to all positions.