

ASSISTANT CORRECTIONAL SUPERINTENDENT FOR CUSTODY AND OPERATIONS III

Work in this class involves assisting the Correctional Administrator I in the management and operation of a large prison institution or facility which provides a large variety of programs and services to the inmate population, or one which serves a specialized function to the prison system. Employees have line supervision over the custody and operations functions, but may assist the Correctional Administrator in other areas. Facilities house and provide services for 700 or more inmates; staff size is normally over 300. Responsibilities may include management of multiple locations, usually a minimum custody facility which is managed within the scope of the larger institution. Operational complexities are enhanced by considerable inmate movement in support of a wide variety of programs, multiple locations, multiple populations and/or specialized services. Position reports to a Correctional Administrator I at an institution.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees provide considerable input into the formative phase of facility goal setting and component planning, usually more concentrated in the areas of custody. Changes in procedures or operations under employees' responsibility must be approved by the Correctional Administrator I.

Organizing and Directing - Employees determine the work assignments of lower level positions, and manage a major functional component. The wide variety of programs and services provided at these facilities require extensive integration of security considerations with specialized program needs. Priorities are established in accordance with objectives set by the Correctional Administrator I. Daily supervision is delegated to a shift supervisor. Changes in subordinates' assignments are made as necessary or as the need dictates. Major changes in procedures must be approved by the Correctional Administrator I.

Budgeting - Employees work closely with the Administrative Officer and Correctional Administrator I in justifying additional needs, and help the Correctional Administrator I to establish priority of needs for new funds. Employees make recommendations to Correctional Administrator on any purchases outside regularly budgeted areas, such as clothing and food.

Training - Employees recommend staff for advanced or specialized training or request similar in-service training be conducted on site. Employees occasionally train in classroom settings. The Department of Correction (DOC) state-level training office conducts entry level training for subordinates.

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

Reviewing Work - Employees review work of subordinates through direct observations, staff meetings and reports. Employees provide technical and administrative review and monitoring for staff quality and effectiveness of all operational functions.

Counseling and Disciplining - Employees utilize established Department disciplinary policy and procedure, as well as the State Personnel Manual. At this level, employees are authorized to issue written warning after discussing the matter with the Correctional Administrator I. Employees discuss circumstances or problems with employees, determine any remedial action necessary to resolve the issue, advise employees in initiating appropriate actions, and communicate to affected employees the potential consequences of failure to comply with appropriate actions.

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; they also recommend performance salary increases as appropriate.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees manage the security and operational of components in a large prison institution or facility of 700 or more inmates. The wide diversity of separate inmate populations, separate facilities, programs and services requires employees to frequently modify custody and operational components in order to integrate security with other programming.

Variety of work Supervised - Work involves supervision of custody, food service, and maintenance components. Work usually involves both technical and administrative supervision.

Number of Employees Responsible For - Normally in excess of 200.

III. EXTENT OF SUPERVISION RECEIVED: Major changes or problems are discussed with the Correctional Administrator I 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 per day, seven days per week. Employees keep up with the flow of inmate 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 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 correction facility. 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 para-professional personnel. Ability to express ideas clearly and concisely, both orally and in written form. Ability to think clearly and act quickly and effectively during emergencies.

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

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

Special Note - This is 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.