

Deputy Director of Prisons

CLASS CONCEPT

This is administrative and managerial work assisting in directing the activities of the Division of Prisons in the Department of Correction. Work in this class involves planning, developing, implementing, analyzing and evaluating prison operations including inmate custody and security, correctional programs, human resources, budgeting, purchasing, facility maintenance, staff and inmate safety, and inmate issues and activities. Those inmate issues and activities include conditions of inmate confinement, inmate feeding, housing, clothing, medical, dental, mental health, education and vocational programs for all the State's prisons. The employee in this position ensures consistency and accountability of prison operations through performance analysis, operational data reviews and operational audits. The laws, policies and priorities affecting this position are changing constantly. Re-planning and re-prioritizing of assignments occur on a daily, and sometimes hourly, basis. Supervision received by this position is general in nature and considers organizational progress toward achievement of departmental objectives. Instructions are very broad and general in nature. The position reports to the Director of the Division of Prisons and will perform the responsibilities of the Director in his/her absence.

EXAMPLES OF DUTIES PERFORMED

The employee plans all prison expansions, closings, and/or consolidations, based upon population forecasts for a period of five years and initiates human resources planning for all new correctional facilities. The employee manages requests for additional construction, personnel or equipment. Work involves establishing budgets for each operational unit and monitoring on a monthly, quarterly and annual basis to ensure fiscal responsibility. The employee also reviews and approves new budget proposals from field operations and presents final budget plans to the Division Director for approval.

Work involves assessing the training needs of subordinate staff, planning for resources to meet those needs, and utilizing a variety of different training resources. The employee prepares work plans and performance reviews for direct reports, which include Regional office staff, and facility heads (Correctional Superintendents, Correctional Administrators and Wardens). The employee reviews and approves non-routine disciplinary actions referred from the Regional offices to ensure management consistency across the state. The employee reviews and approves disciplinary actions for the Division that will be heard by authorities outside the Department of Correction.

The employee develops and presents plans to legislative committees, such as the Governmental Operations Committee, House Justice and Public Safety Committee, Senate Finance Committee and the Full Appropriations Committee. Work includes monitoring legislative changes which impact offender supervision and related criminal justice issues. The employee responds to inquiries from the Governor's Office, General Assembly Staff and Legislators, Judges, the Secretary's Office and management in prison regions and facilities.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities

Extensive knowledge of governmental processes, prison operations, and state policies and laws governing prisons and correctional programs.

General knowledge of budgeting procedures, accounting and business management.

NC 06132
OSP 12/09

Minimum Training and Experience Requirements

Graduation from a four-year college or university with a degree in criminal justice, human services, public administration or related field and six years of experience in prison administration, four of which must have been in programs or operations in a correctional setting.

All degrees must be received from appropriately accredited institutions

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.