

CORRECTIONAL SUPERINTENDENT I

Employees in this class are responsible for the total operation of a prison field unit which includes custody, programs, food service, and maintenance. Employees are usually responsible for 75-140 inmates and 15-30 employees, and report to a Correctional District Manager.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

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

Organizing and Directing - Employees supervise lower level staff responsible for programs, food service, and custody and security to protect the staff, inmates, and general public. Employees set priorities for each component of the facility, delegating daily supervision to line supervisors of the different components while making work assignment changes as the need arises. Major components or procedural changes are approved by District Manager, Area Administrator, and Prison Administration.

Budgeting - Employees operate within an established yearly budget and justify additional needs or transfer of funds to area office. Work involves providing input into continuing budget needs and projected maintenance and repair needs. Area office monitors budget on a continuous basis.

Training - Employees may recommend staff for advanced or specialized training, or request similar in-service training be conducted at unit. Department of Correction (DOC) state-level training office provides basic training for new staff. Employees provide on-the-job training for line supervisors and are responsible for providing training for emergency procedures.

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. Major changes are approved by prison administration.

Reviewing Work - Employees indirectly monitor work of subordinates through line supervisors of the various components of the facility and directly as required. Employees provide overall administrative review, and in components such as custody and programs, provide technical review. 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 field unit housing 75-140 inmates. These facilities will house minimum custody or medium custody inmates. New laws, court cases, or operational necessities occasionally require new policy and procedure implementation. The availability of Federal funds and community interaction often gives employees opportunity to develop and implement new programs. New programs or major program changes must be 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 – 15-30.

III. EXTENT OF SUPERVISION RECEIVED: Employees manage the individual facilities with considerable independence, discussing major changes or problems with the district manager. 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 the area office. Major emergency problems, such as escapes, are handled by employees. If necessary, specialized assistance is requested from the area office.

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

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the most recent and 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. General knowledge of community resources. Ability to provide the leadership necessary to organize and supervise the activities of a group of employees. Ability to establish and maintain an effective relationship with inmates, relatives, professional, paraprofessional personnel, and volunteers. Ability to express ideas clearly and concisely in both oral and written form. Ability to think clearly and act quickly and effectively during emergencies.

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