

CORRECTIONAL ADMINISTRATOR II

Work in this class involves planning, directing, and coordinating at the State level the total correctional operations of a major command in the Division of Prisons. The two geographic commands each covers one-half of the State and are composed of approximately 35 field units and institutions. The youth services command includes approximately six institutions. Employees participate in the overall planning and development of policy for the Division of Prisons. Employees report to the Deputy Director, Division of Prisons.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees direct, coordinate, and evaluate correctional operations of facilities within one of the geographic commands or the youth services command. Work involves daily, yearly, and longer-range planning in custodial and rehabilitative programs, personnel, and budgetary needs. Employees ensure that divisional goals are accomplished through review and approval of individual area or institution goals and priorities established by line staff in the field. Employees also develop concepts, goals, policies, and procedures for the Division through participation in the prison administration management team. Work involves long-range planning for Division in projecting inmate population, custody level housing, renovation of facilities, new facilities, and new programs. Major changes in programs and operations are approved by Director of Prisons or Deputy Director of Prisons.

Organizing and Directing - Employees set standards and priorities to accomplish goals of Division through independent analyses or through review and approval of recommendations by line staff in the geographic commands or youth services command. Work involves reviewing and approving changes in organizational structures, programs, or procedures. Major changes are approved by Assistant Director or Director of Prisons.

Budgeting - Employees review and approve budget expenditures and needs recommended by line staff of area and institutions in the commands. Work involves determining budget needs of command and determining priority of needs for biennium and change budget requests, making justification to supervisor or Director of Prisons.

Training - Employees may recommend staff for advanced or specialized training or request similar in-service training be conducted on site. DOC state level training office provides basic training for new staff. Employees provide on-the-job training for line supervisors.

Setting Work Standards - Employees develop policies and procedures of the Division through participation in the prison administration management team. Work involves ensuring that policies and procedures are carried out through the line staff within the commands, and ensuring that quality standards are developed and reached. Employees develop or review and approve recommended changes in internal policies and guidelines to fit the individual units or institutions. Major changes are approved by supervisor or Director of Prisons.

Reviewing Work - Employees indirectly monitor work of subordinates through area, complex, or institution staff and directly with the facilities as necessary. Work involves providing overall administrative review and, in areas such as custody and programs, providing technical review. Employees also review decisions made by staff on classification of inmates to critique the components and programs of the units or institutions.

Counseling and Disciplining - Employees discuss problems with subordinates. Department of Correction 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 - Employees review and approve recommendations on promotions, salary raises, and new hires for command. Final approval is made by Director of Prisons and Secretary of Correction. Work involves conducting performance evaluations with each area, complex, or facility line staff, and performing management evaluations on subordinate employees.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees direct staff in the management of field units or institutions within the command. Commands usually consist of small field units which house minimum or medium custody inmates and may have added management complexities due to specialized population or custody level, staff to inmate ratio, population size, added components, or increased variety of programs at the unit requiring frequent adjustments to reach solutions; or large facilities delivering services to a specialized inmate population (youthful offenders, mental health population, intensive management population, or combination of these populations), or large facilities with a diversified transient population. Work involves adapting and shifting organizational structure often to implement new policies and procedures to meet the goals of the division and department or to implement new programs. Major changes in organizational structure, programs, or procedures are approved by supervisor or Director of Prisons.

Variety of Work Supervised - Work involves providing technical direction to custody and program components and administrative direction to food service, maintenance, medical, psychological, educational, and diagnostic components.

Number of Employees Responsible For - 1,000 to 2,000.

III. EXTENT OF SUPERVISION RECEIVED: Employees proceed independently on a daily basis in directing line staff in the operation of the units or institutions, meeting periodically with supervisor or Director of Prisons to inform or obtain approval for making major changes.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: All units and facilities operate three shifts a day, seven days a week. Units and facilities are located throughout the State.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of regulations and procedures of the Department of Correction. Thorough knowledge of the principles of administration involved in operating a State correction facility. Considerable knowledge of management techniques and correctional practices governing inmate custody and program management. Some knowledge of basic human psychology applicable to the inmate population. Ability to organize and supervise the activities of the inmate population. Ability to organize and supervise the activities of a large group of employees. Ability to establish and maintain an effective relationships with inmates, inmates' relatives, and professional and paraprofessional 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 Education and Experience - Graduation from a four-year college or university with a bachelor level degree and five years of experience in prison administration; or two years of experience as a correctional superintendent; 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.