

CORRECTIONAL PROGRAMS DIRECTOR I

Employees in this class direct programs for the rehabilitation of inmates in the prison system. Employees at this level are responsible for administering programs for inmates at the large prison facilities having broader scope and complexity than usually found at field units, or function as assistants to the programs director of the larger institutions offering a variety of program services. Employees in this class may also be responsible for directing a major program on an area or statewide basis. The primary programs areas are inmate classification; correctional programs (work release, incentive wage, study release, home leave, adult basic education, volunteer programs, religion, and recreation); and supportive counseling. Work involves supervision of subordinate personnel who are responsible for the implementation, development, and maintenance of the programs on a daily basis. Employees are responsible for coordinating programs with custody staff. Work may require employees to serve in a custody role during emergency situations such as disturbances and escapes.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Work involves planning of operations for on-going programs in accordance with prisons administration and State law, and planning new programs and incorporating these into the facility. All new programs are approved by head of facility and higher authority. Employees make weekly and daily changes in program activities and staff assignments as needed.

Organizing and Directing - Employees determine program area responsibilities of subordinate staff. Assignments are usually stable; however, changes in duties of subordinate staff are made as needed. Employees coordinate various programs and program schedules with custody staff.

Budgeting - Employees make budget recommendations for supplies, and materials for the programs areas to their supervisor.

Training - Employees provide continuous on-the-job training for staff through counseling. Work involves training of subordinate staff in policy and procedure changes.

Setting Work Standards - Employees assure adherence to established policies and procedures through special instructions to staff and review of programs. Employees assign staff to areas of program activities and make changes as needed.

Reviewing Work - Employees review work of staff through daily observation and through monitoring of program records.

Counseling and Disciplining - Employees counsel staff as needed, and give oral and the first written warnings in disciplinary action. All final disciplinary actions are approved by higher authority.

Performing Other Personnel Functions - Work may involve participation in interviewing and recommending hiring for vacant positions on programs staff. Performance appraisals of staff are performed by employees yearly, and employees make salary recommendations regarding staff. All personnel functions are subject to supervisor's approval.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Program needs, procedures, and activities may require some changes based on the population being served and new programs obtained; however, programs are primarily established by prisons administration and State law and are ordinarily stable.

Variety of Work Supervised - Employees supervise staff who are responsible for managing programs activities in three main program areas, inmate classification, correctional programs, and supportive counseling. The correctional programs and supportive counseling are very interrelated with the inmate classification area.

Number of Employees Responsible For - Five to 12.

III. EXTENT OF SUPERVISION RECEIVED: Employees work independently on a daily basis in assigning staff and workloads; however, significant changes must be approved by supervisor. Supervisor may review work on a daily basis.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Some staff, because of inmates' schedules, may work second shift and/or weekends. Work force is basically stable unless an emergency demands staff to assume a custody role.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of policies and procedures of Division of Prisons. Considerable knowledge of correctional programs. Considerable knowledge of methods and practices of rehabilitative counseling, planning, guidance, and placement. Considerable knowledge of basic psychology, sociology, and psychological testing. Knowledge of services available from the community and other public and private programs. Skill in supervision and management techniques. Ability to gather and evaluate information concerning an individual's past experience, training, attitude, social environment, and mental capabilities. Ability to make clear and concise reports, both written and oral. Ability to establish and maintain an effective relationship with inmates, inmates' families, and a variety of professional and paraprofessional personnel.

Minimum Education and Experience - Graduation from a four-year college or university with a degree in a human services or criminal justice field and two years of experience in correctional programs management or related work; or an equivalent combination of education and experience.

Necessary Special Qualifications - Must be eligible for certification by the N. C. Criminal Justice Training and Standards Council.