

### CORRECTIONAL PROGRAMS DIRECTOR III

Employees in this class serve as the programs coordinators for a Division of Prisons (DOP) area or a large complex of institutions or facilities. Work involves developing new programs for inmates and monitoring the overall quality and quantity of programs, developing program content for staff training, and serving as a technical resource or consultant to district or complex programs staff. Employees are delegated responsibility for approving certain inmate classification actions for the area or complex administrator. Employees may supervise a small subordinate programs staff.

#### I. DIFFICULTY OF WORK:

Variety and Scope - Employees assist an area or complex administrator in developing, coordinating, and monitoring programs for inmates. Employees serve as staff consultants to the programs staff of an area composed of ten to twelve prisons field units and possibly a facility, covering a large geographic area of the State, or to the programs staff of a complex composed of several prison institutions or facilities. Employees monitor the overall quality and quantity of human services programs dealing with vocational and academic programs, work release, study release, home leave, volunteers, recreational activities and leisure time, chaplaincy services, health services, and psychological services. The emphasis of all programs for the rehabilitation of inmates varies with the facility's custody level or nature of the facility. Work also involves coordinating, developing, and implementing in-service training for all staff in the area or complex; serving as approving authority for area or complex administrator in certain inmate classification actions; and serving as reviewing authority in all inmate disciplinary committee actions.

Intricacy - Employees evaluate the effectiveness and impact of programs on the inmate population by conducting conferences and staff meetings on a regular basis with programs staff to ensure that program goals are being met; making alterations and changes applicable within the framework of guidelines of DOP; and making recommendations for improvements to supervisor. Work involves refining programs and developing new programs through locating resources from public and private agencies or organizations and developing grant proposals for funds; and coordinating the implementation of new programs. Employees serve as the area or complex representative to DOP Human Services Group in the development and implementation of DOP programs. Employees develop content for staff training sessions and conduct sessions or arrange for trainers, or arrange for appropriate instructor to develop content for sessions. Work involves examining the need and feasibility of requested training for programs, custody, and maintenance staff, and projecting future training needs. Employees also administratively coordinate Department of Correction (DOC) mandatory training. Employees approve, on behalf of the area or complex administrator, certain inmate classification actions. Work involves assuring policy and procedure compliance on actions and coordinating with the Director's Review Committee certain classification actions such as promotion of inmates with history of assaultive behavior to honor grade status. Employees also serve as chairman of area or complex committee for classification actions that can receive final approval at the area or complex level. Employees serve as reviewing authority for the area or complex administrator in all inmate disciplinary actions. Work involves reviewing inmate files, disciplinary reports, and obtaining pertinent information to make a decision on action recommended by committee.

Subject Matter Complexity - Work requires an in-depth knowledge of the prison system organization, policies and procedures, and inmate classification system. Employees must be aware of the effects of the varied programs on each prison facility, and how policy and procedure changes in programs will affect the facilities.

Guidelines - DOP policy and procedures manual outlines procedures for holding classification meetings, and gives general rules and regulations for programs and activities according to inmate's custody level. Employees provide input into methods and techniques to be followed in carrying out programs.

## II. RESPONSIBILITY:

Nature of Instructions - Employees function independently on a daily basis. Any decisions on new programs or major changes in programs are reviewed and approved by supervisor.

Nature of Review - Employees receive administrative and some technical review from supervisor, primarily through review of written reports and oral reports during staff meetings on current status of programs.

Scope of Decisions - Employees make decisions regarding the effectiveness and impact of programs on the inmate population for ten to twelve field units or several institutions or facilities, and determine methods of improvements. Major changes or new programs are approved by supervisor and higher authority. Employees make final decision on more complex inmate classification actions that do not require Director Review Committee approval.

Consequence of Decisions - Employees' decisions regarding the quality and quantity of programs directly affect facilities within an area or complex. Employees' decisions regarding inmate classification actions directly affect inmate's status and could impact negatively on the operation of a facility.

## III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires frequent contacts with programs staff at the area or complex and state level, State and local agencies, and philanthropic organizations. Employees also have contact with inmates, inmates' families, and news media.

Nature and Purpose - Employees provide consultative services to programs staff of an area or complex in the refinement of programs, and to ensure that program goals of DOP are being met. Employees also influence and provide guidance to private and public community agencies to enhance their cooperation in obtaining resources for prison programs.

## IV. OTHER WORK DEMANDS:

Work Conditions - Employees work in a regular office setting, but must frequently travel to the prison facilities.

Hazards - Work requires employees to travel to prison units within the area or complex to work with programs staff, and to hold classification committee meetings, thereby exposing employees to potentially dangerous inmates. Work may require employees to serve in a custody role during emergency situations, such as disturbances or escapes.

## V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities – In-depth knowledge of policies and procedures of DOP. In-depth knowledge of correctional programs. Thorough knowledge of services available from the community and other public and private programs. Ability to interpret testing results and psychological factors. Ability to synthesize data with acquired knowledge of complexion of programs and unique aspects of the various prison units, and make decisions essential to the inmate classification process. Ability to communicate effectively in written and oral form.

Minimum Education and Experience - Graduation from a four-year college or university with a degree in a human services or criminal justice field and four years of experience in correctional programs management 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.