

CORRECTIONAL UNIT MANAGER

Work in this class involves managing the total operations of an institutional housing unit within a medium to large size prison facility. Work includes supervising staff; determining and evaluating program design necessary to meet the needs of the inmate population; and the coordination of programs and services with program and custody staff. Employees are responsible for the programmatic/operational orientation of inmates which includes education, mental health, administrative and disciplinary segregation and work assignments. Employees are the final approving authority on unit classification and disciplinary committees. Work is performed in accordance with departmental regulations and established procedures. Employees report to the Assistant Correctional Superintendent for Operation.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees establish daily and weekly work schedules of staff to provide security for twenty-four hour coverage of three shifts, seven days a week.

Organizing and Directing - Employees assign program responsibilities to subordinate staff which may include participation on unit committees. Work involves scheduling and directing staff involved in investigating inmate grievances and administering disciplinary actions.

Budgeting - Employees make recommendations for materials and supplies in their unit.

Training - Employees provide on-the-job training as needed.

Setting Work Standards - Employees are responsible for assuring that work standards and policies are followed in accordance with institutional policy. Employees may set work standards within the unit if they do not conflict with institutional policy.

Reviewing Work - Employees review work of staff through review of use of force and incident reports, grievance investigations, classification actions daily activity reports, and the case management system.

Counseling and Disciplining - Employees counsel staff as needed and give oral and first written warnings. Final disciplinary actions are approved by a higher authority.

Performing Other Personnel Functions - Work involves conducting performance appraisals with line staff and performing management evaluations on subordinate employees. Employees may assist in interviewing new applicants and have input into promotion and merit recommendation.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees work in a correctional institutional environment where changes are limited. DOC policies are established by Prisons administration and State law and changes are usually infrequent and minor.

Variety of Work Supervised - Employees supervise staff who are responsible for managing inmate program activities and custody.

Number of Employees Responsible For - Fifteen to thirty-six.

III. EXTENT OF SUPERVISION RECEIVED: Employees receives supervision from the Assistant Superintendent for Operation in accordance with standard DOC policy. Employees confer with supervisor when unique or unusual operational, programmatic or administrative problems occur.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees are responsible for staff who work three shifts a day, seven days a week. The workforce is basically stable.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of policies and procedures of Division of Prisons. Considerable knowledge of the methods and procedures of discipline and rehabilitation of inmates confined to a state corrections facility. Considerable knowledge of the techniques of supportive counseling and interviewing. Skill in supervision and management techniques. Ability to 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 major in a human services or criminal justice field, and one year of supervisory experience within the Department of Corrections; or an associate of arts degree in a related field, and four years of experience in corrections, one of which must have been at a supervisory level; or a high school diploma and six years experience working in correctional programs management, two of which must have been at a supervisory level; 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.