

## Deputy Director Community Corrections

### CLASS CONCEPT

This is administrative and managerial work assisting in directing the activities of the Division of Community Corrections. This employee will directly supervise the Judicial Division Administrators who manage the four (4) Judicial Divisions responsible for all the Judicial Districts statewide within the Department of Correction. Employee is responsible for the development, implementation, analysis and on-going evaluation of field operations and offender supervision. Employee directs the staff in assigned areas and authorizes special initiatives at the central administrative level. Work involves providing direction related to a wide variety of policies including offender supervision, officer safety, public safety, program services, special operations, and human resources. Employee ensures consistency and accountability of field operations through performance analysis, operational data reviews and operational audits. Employee oversees the implementation and use of evidence based practices within offender management and supervision. Employee will perform the responsibilities of the Division Director in his/her absence. Employee will respond to inquiries from the Governor's Office, General Assembly Staff, Legislators, Judges, the Secretary's Office, and management in the Division of Community Corrections. The employee will represent the Director and Division at various committee and counsel meetings.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS

Planning - Employee plans and directs the development of short and long range goals and standards for probation and parole within the parameters of federal and state regulations and the overall goals and objectives of the Division of Community Corrections.

Organizing and Directing - Employee determines organizational structure and makes internal organizational changes based on caseload analysis, legislative mandates, and operational priorities. Work includes directing the activities of all field employees and programs within the Judicial Divisions of Community Corrections. Employee sets policies and interprets precedents within constraints of regulations and statutes governing the supervision of offenders.

Budgeting - Employee is part of the management team that develops the Division's budget by projecting programs and services and reviewing previous utilization of resources. Employee monitors legislative changes which impact offender supervision and related criminal justice issues.

Training - Employee approves participation of all division personnel in authorized training programs through the development of standard division practices.

Setting Work Standards - Employee sets and reviews work standards when considering requests for policy or program changes.

Reviewing Work - Employee reviews goals and work progress with management team. Employee focuses attention on major division objectives as opposed to individual manager objectives.

Counseling and Disciplining - Employee reviews and approves non routine disciplinary actions referred from the Judicial Division offices to ensure management consistency across the state. Work involves the review and approval of disciplinary actions that will be heard by authorities outside the Department of Correction.

### II. SCOPE AND NATURE OF WORK SUPERVISED

Dynamics of Work Supervised - Work is impacted by the changing nature of the criminal justice environment. As the Executive and Legislative branches of government address serious issues (budget shortfalls and specialized offender populations) in the criminal justice system, any and all decisions will have a profound impact upon the Division operation. The expanded use of community supervision programs creates a situation where this employee must be flexible and capable of incorporating changes as needed.

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Variety of Work Supervised - Employee is responsible for employees working in multiple functions located across the state, such as offender supervision, court intake, locating absconders, interaction with local law enforcement, and interaction with other divisions of the Department of Correction.

Number of Employees Responsible For - Employee is indirectly responsible for more than 2,500 employees throughout the judicial divisions and more than 128,000 criminal offenders statewide.

**III. EXTENT OF SUPERVISION RECEIVED**

Employee carries out activities of the Division independently.

Supervision from the Division Director takes the form of policy guidance.

The Division Director is kept informed of activities that have political ramifications or infringe on the Division's goals and objectives.

Work is further reviewed by audits, primarily by the Department of Correction.

**IV. SPECIAL ADDITIONAL CONSIDERATIONS:**

Work requires the ability to safely operate a motor vehicle for job related purposes for long periods of time during both day and night hours and in adverse weather.

Extensive travel, with frequent overnight stays, is also required.

**RECRUITMENT STANDARDS**

**Knowledge, Skills, and Abilities**

Extensive knowledge of state policy and legal requirements that impact Division operations including the Interstate Compact Act and the N.C. General Statutes.

Extensive knowledge of the objectives of Community Corrections' programs.

Extensive knowledge of Division operations.

Considerable knowledge of governmental processes including knowledge of court operations, budgeting and personnel procedures is required.

Ability to establish and maintain effective working relationships with Court Officials, the general public, management, supervisors and co-workers.

Ability to express oneself clearly in oral and written form, with frequent public speaking required.

Ability to conduct meetings.

**Minimum Training and Experience Requirements**

Graduation from a four-year college or university with a degree preferably in Criminal Justice, Public Administration, Human Services or related field and five years of experience as a consultative Senior Division of Community Corrections Program Administrator; or two years of experience as a Judicial District Manager or higher; or an equivalent combination of education and experience.

All degrees must be received from appropriately accredited institutions

**Special Note**

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.