

DESCRIPTION: Under general supervision from the Assistant Warden or Assistant Superintendent in a smaller institution, or under the director of a Unit Administrator in a larger multiple custody level institution, this is a managerial position responsible for the supervision and counseling of legal offenders. Guidelines are received by verbal instruction as well as from policies, procedures, rules and regulations of the facility and the Department of Correctional Services. Incumbent supervises unit staff members that are responsible for inmates/offenders within the facility. In the smaller institutions where there is only one custody level and no special needs units, the Unit Manager may have to perform duties designated to the Unit Administrator in the larger institutions that have multiple custody levels. In these cases a salary adjustment may be warranted for the assigned extra duties; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work assigned.)

This is the third level in a series of four (Unit Caseworker, Unit Case Manager, Unit Manager and Unit Administrator). This class directly supervises Unit Case Managers and is supervised by a Unit Administrator [in a large facility] or Assistant Warden/Superintendent [in a small facility]. This class is distinguished from the Unit Case Manager in that it is responsible for all shifts on multiple housing units while the Case Manager is responsible for all shifts on a single housing unit. This class is distinguished from the Unit Administrator in that the Unit Administrator is responsible for all housing units on all shifts at a large facility.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Implements policies and procedures to ensure quality supervision and caseload management of the inmate/offenders within a correctional facility.

Responsible for the inmates/offenders within a housing unit including interpersonal problem resolution, sanitation, and proper and timely food service.

Supervises the Unit Case Managers and Unit Caseworkers and is responsible for the inmates/ offenders within the housing unit.

Ensures inmate/offender involvement and participation in rehabilitative programs and performs follow up procedures to determine that the inmate/offender is participating in the various programs assigned.

Schedules work assignments for the Unit Case Managers and Unit Caseworkers to ensure proper coverage within the housing unit.

Trains subordinates and instructs Unit Case Managers and Unit Caseworkers in proper problem solving techniques.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: supervisory and management techniques; the unit management concept; institutional and departmental rules and regulations counseling methods; inmate/offender rehabilitative programs; acceptable sanitation and food service standards; caseload management.

Ability to: supervise all the activities of a unit; monitor and evaluate legal offender rehabilitative progress; judge when and to what extent the intervention of security staff is needed; communicate effectively with inmates/offenders of diverse ethnic, racial and educational backgrounds; train and delegate subordinate unit personnel; work closely with the unit management team to accomplish inmate/offender rehabilitative objectives.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process must request such in advance.)

A bachelor's degree in criminal justice, behavioral sciences, human services or a related field and one year of corrections experience, including supervisory experience; **OR** Associate's degree in criminal justice, behavioral sciences, human services or related field and three years of corrections experience, including supervisory experience; **OR** five years of corrections experience, including supervisory experience. No felony or domestic abuse related convictions.

SPECIAL NOTES:

Employees in this class are subject to random drug testing.

Some positions may require a valid driver's license to occasionally transport inmates.

State agencies are responsible to evaluate each position to determine individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).