

**DESCRIPTION:** Under administrative direction, this is an administrative management position in a large multi-custody level institution. The position is responsible for the supervision, administration, and operation of various programs regarding legal offender caseload management for multi-custody level offenders; supervising special needs units such as disciplinary segregation and/or death row; and an extensive variety of administrative and supervisory duties. Work is performed with minimal supervision. Guidelines are received through verbal instruction and from institutional policies, agency regulations, and state statutes regarding criminal law. Incumbent supervises a large staff of Unit Managers, Unit Case Managers, and Unit Caseworkers; performs related work as assigned.

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

This is the fourth/top level in the series (Unit Caseworker, Unit Case Manager, Unit Manager, and Unit Administrator). This class is distinguished from the other levels by its responsibility for casework management/administration on all housing units on all shifts at a large facility with multiple custody levels.

**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.)

Develops and implements policies and procedures to insure a specific level and quality of supervision and case management of legal offenders within a correctional facility.

Serves as a member of the institution's upper management team to effectively interface all programmatic areas of legal offender life within the institution.

Serves as a member of the institutional classification committees, providing input and expertise in the areas of legal offender housing assignments and caseload management.

Administers the operation of all housing units within the facility, including normal supervision of legal offenders, problem resolution, sanitation, and proper and timely food service.

Administer programs and is responsible for insuring legal offender involvement and participation in meaningful programs. Utilizes counseling referral and follow-up techniques. Analyzes legal offender programmatic progress and makes recommendations for modification as required.

Responsible for establishing parameters for problem resolution.

Administers and insures timely preparation, submission, and presentation of Institution Progress, Parole, and other reports.

Works with the Security Administrator to develop rehabilitative custodial programs for legal offenders.

Works with the Program Administrator to develop rehabilitative training programs for legal offenders.

Communicates with Business Office regarding budget needs for all areas of housing units.

Supervision of a large staff which includes, but is not limited to hiring, firing, discipline, establishing and communicating performance expectations, performance evaluation, counseling, and training staff .

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

Knowledge of: theory and practice of management and administration; psychology, sociology, or criminal justice; correctional institution management; current practice and theory in the field of penology; rehabilitative techniques used by correctional institutions.

Ability to: develop rules, regulations, policies, and guidelines which are consistent with the Unit Management concept; monitor and evaluate the development of an effective Unit Management organization and recommend organizational or policy changes consistent with that objective; work with legal offenders effectively; supervise and evaluate the performance of subordinate personnel; work effectively with the Program and Security Administrators to develop working relationships consistent with the Unit Management concepts.

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

A bachelor's degree in criminal justice, behavioral science, human services or related field, plus four years corrections experience, of which two years must be in a supervisory position; **OR** Associate's degree in criminal justice, behavioral science, human services or related field plus six years corrections experience, of which two years must be in a supervisory position; **OR** eight years corrections experience, of which two years must be in a supervisory experience. Must be at least 18 years of age. No felony or domestic-abuse related convictions. Valid driver's license.

**SPECIAL NOTES:**

Persons in the class are subject to random drug testing.

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