

STATE OF NEBRASKA CLASS SPECIFICATION  
**CORRECTIONS PROGRAM MANAGER**

EST: 12/16  
CLASS CODE: C66220

**DESCRIPTION:** Under limited supervision, plans, manages, and coordinates the development, administration, and evaluation of a statewide correctional program or service; researches and develops program policy and performs quality assurance analysis and evaluation of assigned program. Positions may supervise professional staff, and may be responsible for the management of grants or contracts associated with assigned program; performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Corrections Program Manager is responsible for managing one major agency program or service, performing day-to-day tactical planning, implementation, monitoring, and evaluation of program activities. These positions have limited administrative budgetary/resource responsibility, but may be responsible to implement and monitor contracted services or grants. Incumbents have greater working knowledge of the daily tasks necessary for efficient operation of the program managed.

Positions allocated to the Corrections Programs Coordinator classification are responsible for the administration of multiple agency programs, focusing more on broader, overarching strategic planning and less on program operations. Decisions made at this level impact numerous programs and Divisions agency wide.

**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.)

Plans, organizes, manages, and coordinates the activities and functions of a correctional program/service; coordinate program operations with other agency functions or with community partners.

Drafts, develops, recommends and/or implements policy, procedures, and program regulations related to assigned program to improve the overall efficiency and effectiveness of the operations/programs, and ensure program goals are achieved.

Plans and coordinates the technical/operational activities of program functions to attain goals and objectives of program and to ensure staff and service providers are working with uniform guidelines/program content.

Identifies training needs and requirements; coordinates training opportunities for agency staff or contracted vendors to enhance program services.

Develops quality assurance processes, analyzes relevant data, and evaluates the effectiveness of the programs/service delivery to develop and improve existing programs to better meet the needs of those served. Resolves problems that impair the effectiveness of the assigned program.

Explains, clarifies and interprets operational practices, policies, procedures, federal and state regulations, contract requirements and activities related to assigned program to agency staff, community organizations, the general public, other State agencies, and contractors/service providers.

May perform grant/contract development, negotiation, and management. Oversee/monitor activities of contracted vendors or sub-grantees to ensure compliance with State and federal requirements.

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May assist with determining staff, material, and equipment needs for operations and programs to contribute to the formulation and justification of budgetary requests for the agency as a whole.

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

Knowledge of: state, local and federal laws and programs relating to correctional programs; procedure and policy development; methods and techniques of program planning; available funding sources; human dynamics; learning/teaching techniques; quality assurance mechanisms; principles and techniques of planning, monitoring and evaluating corrections programs and service delivery systems; agency programs, organizational structures, functions, policies, procedures, communication channels, and objectives as they relate to the managed programs, contracts, and grants; the scope and impact of operations coordinated and their interrelationship with the agency as a whole; and techniques of program research, planning, and evaluation.

Ability to: plan, organize and manage a major program; analyze program needs and recommend changes to achieve desired results; establish and maintain positive relationships with agency staff, service providers/contractors, community organizations and clients; develop and apply policies, procedures, and processes for the programs managed; assess operational efficiencies; prepare and review technical documents such as summaries of state and federal regulations, action plans, reports, contracts and grants; understand, interpret and apply instructions, laws, rules, policies and procedures pertinent to the program; exercise independent critical thinking skills; maintain liaison with community representatives and other governmental agencies.

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

Bachelor's degree in criminal justice, behavioral science, human services or related field, plus two years' corrections experience; OR Associates degree in criminal justice, behavioral science, human services or related field plus four years' experience; OR six years corrections experience.

**SPECIAL NOTES:**

Positions in this class may require travel throughout the state; may require valid driver's license or the ability provide independent authorized transportation.

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