

DESCRIPTION: Under administrative direction, responsible for the administration, direction, and organization of multiple corrections' programs/services. Ensures activities are carried out in compliance with applicable regulations and guidelines through the work of subordinate supervisors/managers and/or high-level professional staff. Perform administrative functions required to support the assigned programs' operations including budget preparations and maintenance, program planning and development, problem resolution, policy development, and quality assurance/program evaluation. Performs related work as required.

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

Positions allocated to this class 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.

Positions allocated to the Corrections Program Manager classification are responsible for managing one major program or service, and are responsible for managing the day-to-day operational functions of the assigned program. Policies and procedures developed are limited in scope to the program managed.

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.)

Administers, plans, organizes, directs, evaluates and controls programs (e.g., Reentry, Prison Rape Elimination Act, Library, Education, Classification, etc.). Oversees the implementation of various inmate programs or services within and outside of correctional facilities.

Establishes operational priorities, coordinates these operations with other functions within the agency and to ensure program objectives and standards are established, attained and congruent with overall agency goals.

Directs program operations through subordinate managers; establishes functional work activities and organizational relationships necessary to meet Unit goals/objectives; participates in the selection of subordinate supervisors/managers and key program employees.

Plans for and manages the resources necessary to operate and maintain assigned programs. Develops budget justifications for major program expenditures such as programs, staff, facilities, and equipment;

Confers with Agency Head, Deputy Directors, Facility Administrators, program heads, other administrators and corrections staff to discuss and solve agency-wide problems and issues that impair the effectiveness and efficiency of programs and organizational operations.

Directs, develops, administers and evaluates the implementation of operational plans to ensure the establishment of appropriate goals and the development of action steps to achieve those goals.

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

V66910 – CORRECTIONS PROGRAMS COORDINATOR (continued)

Interacts and communicates with top level agency management, agency staff, members of the general public, other state agencies and local community organizations to resolve problems, interpret policies and regulations, negotiate/influence actions, secure cooperation and agreement and promote awareness of Unit programs.

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

Knowledge of: the attitudes, problems, and behavior of prison population; principles and practices of institutional programming including educational/vocational training and rehabilitation programs; security requirements and techniques; inmate classification, programs and activities, Interstate Compact and contracts federal and State laws and regulations relevant to the directed programs; quality assurance/performance improvement principles and methods of analyzing continuous improvement; business and management principles including strategic planning, resource allocation, human resources, leadership and coordination of resources; principles of supervision and staff development; budget administration practices.

Ability to: identifying complex problems to develop and evaluate options and implement solutions; exercise judgment, decisiveness and creativity in critical and/or unexpected situations; develop strategic plans and work plans; provide leadership in achievement of program goals; apply policies, procedures, rules/regulations/standards to specific situations establish and maintain satisfactory working relationships with managers/administrators, community organizations, elected officials, and the public; plan, assign and supervise the work of others.

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 four years' corrections experience, of which one year must be in a supervisory position; OR Associates degree in criminal justice, behavioral science, human services or related field plus six years' experience, of which one year must be in a supervisory position; OR eight years corrections experience, of which one year must be in a supervisory position.

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).