

Click one of these links to see the Job Description for that class:

Job Code	Title
P66441	Corrections Unit Caseworker
V66442	Corrections Unit Case Manager
V66443	Corrections Unit Manager
V66444	Corrections Unit Administrator

CORRECTIONS UNIT MANAGEMENT SERIES

P66441-V66444

DESCRIPTION OF OCCUPATIONAL WORK

The Corrections Unit Management series involves the management, supervision, and rehabilitation of incarcerated individuals within correctional facilities. Professionals in this field are responsible for guiding daily unit operations, coordinating inmate programming and services, ensuring sanitation and safety standards, and monitoring behavior to support institutional order and individual progress. The role includes developing and implementing treatment plans, facilitating rehabilitative and educational programs, conducting counseling sessions, and resolving inmate concerns and grievances. In addition, staff collaborate with internal teams and external partners to support successful reentry planning and ensure compliance with policies, regulations, and institutional goals. The work requires strong communication, leadership, and problem-solving skills, with a focus on balancing facility security and offender rehabilitation.

Corrections Unit Caseworker

P66441

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

Under general supervision, observes, instructs, guides, monitors, and coordinates various activities for incarcerated populations, including unit sanitation, programming, reentry, clothing exchange, food service, medical distribution, mail distribution, and room and unit inspections; performs related work as required.

This is the first level in a series of four classes (Unit Caseworker, Unit Case Manager, Unit Manager and Unit Administrator). This class is supervised by and assists the Unit Case Manager (2nd level) in guiding, observing, and documenting incarcerated-individual behavior for the purpose of establishing/following rehabilitation/treatment plans and discipline. The Unit Caseworker is assigned to a single housing unit on one shift while the Unit Case Manager is responsible for all shifts on a single housing unit. The Unit Case Manager, Unit Manager and Unit Administrator classes all have supervisory responsibilities over subordinate staff while this position does not.

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.)

Schedules, distributes/balances, and guides the work assignments of incarcerated-individuals in accordance with workflow/assignment requirements, to complete work in a timely fashion.

Monitors and reports on work performance of assigned incarcerated-individuals, to determine overall conformity with established timetables and quality standards and to document and communicate performance and training needs.

Trains incarcerated-individuals in specific tasks and job practices of sanitation to improve and maintain their performance levels.

Inspects unit and living areas to ensure required safety and sanitation standards are met.

Reports observations and information to assist in the development of personalized treatment programs.

Assists with coordinating and facilitating various clubs and programming activities within the unit to promote positive incarcerated-individual engagement and skill development.

Writes reports on inspections, incarcerated-individual grievances, disciplinary actions, and incarcerated-individual performance to document activities, to have a permanent record, and to provide management with information.

Observes incarcerated-individuals in the housing unit area to detect abnormalities, problems, or unrest and to initiate corrective actions.

Facilitates and co-facilitates cognitive-behavioral, evidence-based, and behavioral health programs in a classroom setting across Nebraska Department of Correctional Services (NDCS) facilities, including preparing lessons, creating participant rosters, tracking data, coordinating with facility staff for space and equipment, reviewing participant work, and assisting with community partner programming.

Instructs incarcerated-individuals on the rules and regulations of the unit and expected behavior, to orientate new inmates/offenders to the prison environment and to develop a constructive rapport with them.

Research incarcerated-individuals backgrounds to establish a treatment file and to provide information for proper classification.

Counsel incarcerated-individuals, including crisis intervention, to assist them in adapting to the prison environment; solving problems; filing grievances; and planning for treatment changes, furloughs, and parole.

Assists Unit Case Managers in identifying and compiling information on available community resources and support networks to aid in incarcerated-individual reentry planning.

Directs compliance with all administrative regulations, operational memorandums, post orders, State statutes, and agency policies and procedures to maintain prison order and effective prison operation.

Evaluates specific charges and facts and recommends appropriate corrective action by participating in disciplinary hearings to properly discipline inmates/offenders for noncompliance with established policies, procedures, rules, and regulations.

Recommend changes in incarcerated-individual programming by participating on committees, disciplinary hearings, and unit staff team meetings to better recommend programming that would be beneficial for the incarcerated-individual and contribute to the security of the facility.

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

Knowledge of: organizational structure; administrative regulations; operational memorandums; unit policies and procedures; counseling techniques and procedures; programs and opportunities open to inmates; caseload management.

Ability to: communicate effectively with incarcerated-individuals, staff, and the public; exercise leadership and sound judgment; operate within established guidelines; plan, assign, and monitor the work of others; effectively counsel incarcerated-individuals; write reports and make recommendations; observe incarcerated-individuals and detect problems or unrest; understand and apply instructions.

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

Associate's degree in criminal justice, behavioral science, human services or related field OR two years of experience working with individuals referred through the legal system.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Must be at least 18 years of age. No felony or domestic abuse related convictions.

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Corrections Unit Case Manager

V66442

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

Under general supervision, coordinates and manages caseload programs for incarcerated-individuals within a correctional housing unit; develops treatment plans for incarcerated-individuals; manages inmate grievances; conducts counseling sessions to include crisis intervention and problem-solving situations; performs related work as assigned.

This is the second level in the series of four (Unit Caseworker, Unit Case Manager, Unit Manager and Unit Administrator). This is the first line supervisor outside of the bargaining unit. This class is typically supervised by a Unit Manager and serves in one of two capacities: 1). as an immediate supervisor to Corrections Unit Caseworkers 2). or as an immediate supervisor to Corrections Diagnostic and Evaluation Case Managers. This class is distinguished from the Unit Manager in that it is responsible for all shifts on a specific housing unit while the Unit Manager is responsible for all shifts on multiple housing units.

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, assigns, and directs the work activity of incarcerated-individuals and staff to facilitate the attainment of work goals and to ensure safety and security by consistent application of policies, procedures, and guidelines.

Confers with and counsels' staff to exchange information and/or explain work policies, procedures, and guidelines and to identify work related problems and formulate possible solutions.

Reviews and compares work performance and/or products of incarcerated-individuals and staff with established standards to determine production levels and training needs and to determine appropriate promotions, disciplinary actions, and grievance dispositions.

Trains staff in the principles, practices, policies, and procedures of a unit caseworker to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Receives, investigates, and resolves inmate grievances and complaints through evidence gathering, interviews, and process documentation; analyze grievance trends, ensuring compliance with regulations, meticulous documentation; guiding inmates through the appeal process, and reporting on grievance outcomes.

Observes incarcerated-individuals in the housing unit area to detect abnormalities, problems, or unrest and to initiate corrective actions.

Instructs incarcerated-individuals on the rules and regulations of the unit and expected behavior to orient new incarcerated individuals to the prison environment and to develop a constructive rapport with them.

Research incarcerated-individuals backgrounds to establish a treatment file and to provide information for proper classification.

Coordinates incarcerated-individual treatment plans to ensure timely follow-up on programs enrolled in and proper referral to needed programs and diagnostic assessment including self-betterment, chemical dependency, mental health, medical, academic and vocational, or special referrals.

Plans, organizes, and oversees a variety of programming activities and educational sessions for incarcerated-individuals, and instruct specific curricula when necessary.

Counsel incarcerated-individuals, including crisis intervention, to assist them in adapting to the prison environment; solving problems; filing grievances; and planning for treatment changes, furloughs, and parole.

Directs compliance with all administrative regulations, operational memorandums, post orders, State statutes, and agency policies and procedures to maintain prison order and effective prison operation.

Identifies, vets, and maintains a comprehensive list of community resources, programs, and providers to support incarcerated-individuals rehabilitation and successful reentry.

Evaluates specific charges and facts and recommends appropriate corrective action by participating in disciplinary hearings to properly discipline incarcerated-individuals for noncompliance with established policies, procedures, rules, and regulations.

Recommend changes in incarcerated-individual programming by participating on committees and unit staff team meetings to recommend better programming that would be beneficial for the incarcerated-individual and contribute to the security of the facility.

Writes progress reports and release plan proposals to make recommendations and to maintain a case file on each incarcerated-individual.

Reviews initial classifications and reclassifications of incarcerated-individuals completed by DEC Case Managers and conducts Unit Classification Committee hearings and makes recommendations to the Institutional Classification Committee.

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

Knowledge of: organizational structure; administrative regulations; operational memorandums; unit policies and procedures; personnel administration; counseling techniques and procedures; programs and opportunities open to inmates; caseload management.

Ability to: communicate effectively with incarcerated-individuals, staff, and the public; exercise leadership and sound judgment; operate within established guidelines; plan, assign, and supervise the work of others; effectively counsel incarcerated-individuals; communicate with a wide range of people in various situations; write reports and make recommendations; observe inmates and detect problems or unrest; understand and apply instructions.

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

Bachelor's degree in criminal justice, behavioral sciences, human services or related field **OR** associate degree in criminal justice, behavioral sciences, human services or related field plus two years of corrections experience; **OR** four years of corrections experience.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Must be at least 18 years of age. No felony or domestic abuse related convictions.

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Corrections Unit Manager

V66443

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

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 incarcerated-individuals 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.

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.)

Implement policies and procedures to ensure quality supervision and caseload management of the incarcerated-individuals within a correctional facility.

Responsible for the incarcerated-individuals 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 incarcerated-individuals within the housing unit.

Develops and implements strategies to identify, engage with, and conduct site visits to community providers to assess the suitability and effectiveness of external programs.

Directs and evaluates the effectiveness of programming activities and clubs within housing units, ensuring alignment with rehabilitative goals and agency policies.

Ensures incarcerated-individual involvement and participation in rehabilitative programs and performs follow up procedures to determine that the incarcerated-individual 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; incarcerated-individual 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 incarcerated-individual rehabilitative objectives.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this 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, including supervisory experience.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Must be at least 18 years of age. No felony or domestic abuse related convictions.

Corrections Unit Administrator

V66444

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

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.

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.

Establishes and manages facility-wide initiatives for identifying and cultivating relationships with community resources and external partners to enhance rehabilitative programming opportunities.

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

Oversee the development, implementation, and evaluation of programming activities and clubs across the facility, ensuring educational and recreational opportunities for incarcerated-individuals.

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 accommodation in the selection process should request this in advance.)

A bachelor's degree in criminal justice, behavioral science, human services or related field, and two years corrections experience, of which one year must be in a supervisory position; **OR** associate's degree in criminal justice, behavioral science, human services or related field and four years corrections experience, of which one year must be in a supervisory position; **OR** six years corrections experience, of which one year must be in a supervisory experience.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Must be at least 18 years of age. No felony or domestic abuse related convictions.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

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).

Established: 04/79

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Last revised 10/18		
Description of Occupational Work	Added Section	9/29/2025
All Levels	Updated verbiage/added	9/29/2025