

OCCUPATIONAL GROUP: Corrections

CLASS FAMILY: Correctional Programs

CLASS FAMILY DESCRIPTION:

This family of positions includes those whose purpose is to provide support or administrative oversight for various programs within the Department of Corrections or the Regional Jail and Correctional Facility Authority or Juvenile Detention Centers.

CLASS TITLE: Corrections Coordinator 1

DISTINGUISHING CHARACTERISTICS:

These positions are responsible for the productivity, security, and safety of an assigned WV Correctional Industries shop and distribution center by directing the work of inmates, devising production/work schedules, generating production reports, maintaining inventory, ordering materials, supplies, and parts. These positions may be involved in the selection and terminating of inmates. These positions have supervisory responsibility. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Participates in hiring, training, counseling and evaluating inmate workers regarding proper work attitudes, job skills and work ethic to enhance job skills.
- Ensures that all inmates are provided with mandatory pre-employment training; maintains procedure and safety training records.
- Maintains security and enforces all safety rules and regulations.
- Performs inspections and inmate searches; oversees the conduct of inmates.
- Provides training in the proper use of tools and equipment and in production procedures.
- Enforces quality control measures within the work unit; maintains tool and hazardous chemical control.
- Coordinates with business staff to ensure that proper accounting principles and procedures are followed to maintain control of raw materials and finished goods; investigates inventory discrepancies.
- Performs and/or arranges for the scheduled maintenance and repair of assigned equipment; maintains records.
- Assists with developing the policies and procedures within assigned work area.
- Responds to emergency situations.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of rules, regulations, laws and policies pertaining to prison industries.
- Knowledge of production process in the area of assignment.
- Knowledge of plant supervision and office procedures and practices.
- Ability to communicate effectively, both orally and in writing.

- Ability to react to emergency situations in a calm and reasonable manner.
- Ability to plan and organize the production in assigned prison industries shop.
- Ability to supervise the work of others in a production setting.

MINIMUM QUALIFICATIONS:

Education: Graduation from High School or Equivalent.

Experience: Two to three years of full-time or equivalent part-time verifiable experience related to fabrication, manufacturing, or printing.

Educational and/or Experience Substitution: Coursework from a business school or vocational school or from a regionally accredited college or university related to fabrication, manufacturing, or printing may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Corrections Coordinator 2**DISTINGUISHING CHARACTERISTICS:**

These positions provide advanced level administrative oversight of WV Correctional Industries shops. They are responsible for the productivity, security and safety. They devise production/work schedules, generate production reports, maintain inventory and order materials, supplies and parts. These positions may be involved in the selection and termination of inmates and supervision of inmates. They have direct responsibility for staff assigned to the programs and have input into setting a budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Develops and implements policies and procedures within assigned work area.
- Oversees and maintains inmate's personnel files.
- Oversees fiscal matters; initiates purchase requisitions; maintains and manages inventories and movement of goods.
- Participates in hiring, training, counseling and evaluating inmate workers regarding proper work attitudes, job skills and work ethic to enhance job skills.
- Ensures that all inmates are provided with mandatory pre-employment training; maintains procedure and safety training records.
- Maintains security and enforces all safety rules and regulations.
- Performs inspections and inmate searches; oversees the conduct of inmates.
- Provides training in the proper use of tools and equipment and in production procedures.
- Enforces quality control measures within the work unit; maintains tool and hazardous chemical control.
- Coordinates with business staff to ensure that proper accounting principles and procedures are followed to maintain control of raw materials and finished goods; investigates inventory discrepancies.
- Performs and/or arranges for the scheduled maintenance and repair of assigned equipment; maintains records.

- Responds to emergency situations.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of rules, regulations, laws and policies pertaining to prison industries.
- Knowledge of production process in the area of assignment.
- Knowledge of plant supervision and office procedures and practices.
- Ability to communicate effectively, both orally and in writing.
- Ability to react to emergency situations in a calm and reasonable manner.
- Ability to plan and organize the production in assigned prison industries shop.
- Ability to supervise the work of others in a production setting.

MINIMUM QUALIFICATIONS:

Education: Graduation from High School or Equivalent.

Experience: Four to six years of full-time or equivalent part-time verifiable experience related to fabrication, manufacturing, or printing, one year of which must have been in a lead, supervisory, or managerial capacity.

Educational and/or Experience Substitution: Coursework from a business school or vocational school or from a regionally accredited college or university related to fabrication, manufacturing, or printing may substitute for the required non-supervisory experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Corrections Specialist 1

DISTINGUISHING CHARACTERISTICS:

These positions include those who perform work at the full performance level in the implementation and evaluation of various correctional programs and/or services. These positions do not have supervisory or budget responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs the full range of specialized tasks of program area.
- Monitors, evaluates, and provides technical assistance to assigned correctional programs and/or services.
- Develops and implements standards to implement program objectives and administrative processes.
- Reads and interprets court orders.
- Calculates inmate incarceration time.
- Monitors and evaluates the effectiveness of the policies and procedures and the overall operations and recommends/implements changes and improvements.
- Tracks data, maintains record keeping, documents and writes reports.
- Participates in hearings and meetings.
- Conducts audits and site reviews to monitor program or contract compliance.

- Assists in planning and identifying resources for program participants.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of federal and state laws, rules and regulations applicable to assigned program activities.
- Knowledge of agency policies and procedures.
- Knowledge of the principles and theories of program development.
- Knowledge of audits and site reviews to monitor program or contract compliance.
- Ability to implement and evaluate correctional programs/services.
- Ability to provide technical assistance on correctional programs and/or services.
- Ability to evaluate programs/services on an inter- and intra-agency level.
- Ability to develop and maintain effective working relationships.
- Ability to maintain records of program operations.
- Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: One to two years of full-time or equivalent part-time verifiable experience related to criminal justice, corrections, law enforcement, social work, recreation or religion

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to criminal justice, corrections, law enforcement, social work, recreation or religion may substitute for the required education on a year for year basis. Graduate level coursework from a regionally accredited college or university related to criminal justice, corrections, law enforcement, social work, recreation or religion may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Corrections Specialist 2

DISTINGUISHING CHARACTERISTICS:

These positions include those who perform work at the advanced level in the implementation and evaluation of various correctional programs and/or services. These positions have a broader scope of administrative oversight and responsibility for the planning and operational aspects of a program and/or services. These positions may perform in a supervisory capacity. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Ensures compliance with federal, state, and local regulations relating to program and/or services.

- Develops and revises policies and procedures to ensure program functions within parameters established by state and federal laws.
- Interprets federal and state laws, regulations and guidelines for staff.
- Performs the full range of specialized tasks of program area.
- Develops and implements standards to implement program objectives and administrative processes.
- Monitors and evaluates the effectiveness of the policies and procedures and the overall operations and recommends/implements changes and improvements.
- Tracks data, maintains accurate record keeping, documents and writes reports.
- Participates in hearings and meetings.
- Conducts audits and site reviews to monitor program or contract compliance.
- Plans and identifies resources for program participants.
- May supervise and counsel subordinate staff in order to accomplish department and program goals and objectives.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of federal and state laws, rules and regulations applicable to assigned program activities.
- Knowledge of agency policies and procedures.
- Knowledge of the principles and theories of program development.
- Knowledge of supervisory principles and techniques
- Knowledge of audits and site reviews to monitor program or contract compliance.
- Ability to implement and evaluate correctional programs/services at the institutional level.
- Ability to provide technical assistance on correctional programs and/or services.
- Ability to evaluate programs/services on an inter- and intra -agency level.
- Ability to develop and maintain effective working relationships.
- Ability to maintain records of program operations.
- Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Two to four years of full-time or equivalent part-time verifiable experience related to criminal justice, corrections, law enforcement, social work, recreation or religion.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to criminal justice, corrections, law enforcement, social work, recreation or religion may substitute for the required education on a year for year basis.

Graduate level coursework from a regionally accredited college or university related to criminal justice, corrections, law enforcement, social work, recreation or religion may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Corrections Program Manager

DISTINGUISHING CHARACTERISTICS:

These positions are responsible for the planning and coordinating of all inmate services and programs in a facility within the Regional Jail and Correctional Facility Authority. This position does not have budget responsibilities and supervises a staff. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises staff in order to accomplish program goals and objectives
- Plans and coordinates all inmate services and programs.
- Reviews inmate files; computes and verifies dates on inmates to ensure sentences and projected release dates are accurate.
- Plans and identifies resources for program participants.
- Answers inmate questions about policies and sentencing status; answers questions and provides information to inmate's families regarding sentencing status.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of federal and state laws, rules and regulations applicable to assigned program activities.
- Knowledge of agency policies and procedures.
- Knowledge of supervisory principles and techniques.
- Knowledge of the principles and theories of program development.
- Ability to implement and evaluate correctional programs/services.
- Ability to provide technical assistance on correctional programs and/or services.
- Ability to evaluate programs/services on an inter- and intra-agency level.
- Ability to develop and maintain effective working relationships.
- Ability to maintain records of program operations.
- Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Three to five years of full-time or equivalent part-time verifiable experience related to criminal justice, corrections, law enforcement, social work, recreation or religion.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to criminal justice, corrections, law enforcement, social work, recreation or religion may substitute for the required education on a year for year basis.

Graduated level coursework from a regionally accredited college or university related to criminal justice, corrections, law enforcement, social work, recreation or religion may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Corrections Program Manager Senior

DISTINGUISHING CHARACTERISTICS:

These positions provide administrative and managerial oversight for programs within the Department of Corrections. These positions provide input into agency policies, practices and budgets and are responsible for staying within an assigned budget. These positions may directly supervise and/or provide program direction and guidance to staff not directly under their supervision. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Develops, maintains and updates program policy and procedures of programs.
- Provides direct oversight and administration of program area.
- Directs supervision of professional and clerical staff.
- Provides technical assistance and professional guidance to staff, wardens and administrative staff regarding program area.
- Coordinates program service delivery with internal providers, staff, state agencies and external service providers.
- Monitors and evaluates the effectiveness of the policies and procedures and the overall programs/functions operations and recommend/implement changes and improvement.
- Monitors program accountability and compliance through site checks, audits and regular contact with appropriate facilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the criminal justice system, agency mission, goals and strategic planning process.
- Knowledge of federal and state laws, rules and regulations of the assigned area.
- Knowledge of supervisory principles and techniques.
- Knowledge of research methods and practices.
- Ability to develop policies and procedures,
- Ability to coordinate program on an inter-and-intra agency level.
- Ability to plan and evaluate the work of supervisors and other staff.
- Ability to develop and maintain effective working relationships.
- Ability to maintain records of program operations.
- Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Five to six years of full-time or equivalent part-time verifiable experience related to criminal justice, corrections, law enforcement, social work, recreation or religion, one year of which must have been in a supervisory or managerial capacity.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to criminal justice, corrections, law enforcement, social work, recreation, religion business administration, sales, or marketing may substitute for the required

education on a year for year basis. Graduate level, coursework from a regionally accredited college or university related to criminal justice, corrections, law enforcement, social work, recreation or religion may substitute for the required non-supervisory experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Corrections Manager

DISTINGUISHING CHARACTERISTICS:

These positions provide administration, supervision, coordination and monitoring of a multi-disciplinary team with direct responsibility for all staff assigned to the unit. These positions do not have budget responsibility. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Manages the operation of an inmate housing unit ensuring policies, operations and procedures are maintained and to see that inmate and staff needs are being met.
- Supervises staff to ensure that the objectives of the work unit are met; assigns work assignments.
- Develops and interprets unit policies, procedures, practices and operations.
- Conducts daily rounds of assigned housing unit to identify security breaches, reviewing inmate behavior logs to ensure compliance with policies, review inmate telephone logs, etc.
- Advises superiors in matters pertaining to inmate management and programs.
- Manages the housing unit facilities by accounting for property and maintaining the appearance and cleanliness of the unit to ensure that the housing unit and furnishings are maintained.
- Participates on institution committees.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of regulations, policies and procedures of the agency.
- Knowledge of treatment and rehabilitation programs.
- Knowledge of methods, procedures and practices of controlling and supervising inmates.
- Ability to supervise all operations and programs.
- Ability to establish and maintain effective working relationships with inmates, subordinate employees and representatives of public and private agencies.
- Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Four to six years of full-time or equivalent part-time verifiable experience related to counseling, probation and parole, corrections, or social work.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to counseling, probation and parole, corrections, or social work may substitute for the required education on a year for year basis. Graduate level coursework from a regionally accredited college or university related to counseling, probation and parole, corrections, or social work may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Corrections Manager Senior

DISTINGUISHING CHARACTERISTICS:

These positions provide administrative and managerial oversight for the overall daily operations of a correctional work release center or juvenile facility. These positions provide input into agency policies, practices and budgets and are responsible for staying within an assigned budget. These positions will directly supervise, by providing program direction and guidance to staff. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Responsible for overall planning, organizing and managing a Correctional Work Release Center or Juvenile Facility.
- Monitors and evaluates program operations.
- Supervises staff selection, oversees training and manages and evaluates staff.
- Oversees safety and security of work release centers or juvenile facilities.
- Assists in development of program budget; monitors budgets and expenditures for facilities.
- Reviews daily logs regarding incident reports, take appropriate action and prepare reports to central office.
- May attend court proceedings.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of agency policies and procedures governing the operation of a facility.
- Knowledge of managerial principles and techniques.
- Knowledge of custody and treatment programs for offenders.
- Knowledge of accepted methods of custody, treatment and training of inmates in a work release facility.
- Ability to plan and supervise the work of professional and support personnel.
- Ability to establish effective working relationships with juvenile justice system, public school system, court system, outside agencies and community.
- Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Five to seven years of full-time or equivalent part-time verifiable experience related to counseling, probation and parole, corrections or social work, one year of which must have been in a supervisory or managerial capacity.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to counseling, probation and parole, corrections, social work may substitute for the required education on a year for year basis. Graduate level coursework from a regionally accredited college or university related to counseling, probation and parole, corrections or social work may substitute for the non-supervisory experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Correctional Programs Director

DISTINGUISHING CHARACTERISTICS:

These are managerial level positions. These positions administer and supervise total facility operations and provide administrative duties in directing the operations for the Department of Corrections, Regional Jail Authority and Juvenile Correctional Facility. They have input into setting a large budget and responsible for staying within an assigned budget. These positions have supervisory responsibility. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Responsible for the day to day operations of a correctional facility or a juvenile correctional facility; serves as a deputy warden, superintendent, or regional jail administrator.
- Manages and evaluates methods in program management and operations; determines effectiveness in achievement of program objectives and goals.
- Provides supervision; Evaluates performance of and assesses needs of staff.
- Develops and implements program policies and procedures.
- Oversees compliance with laws, policies and procedures.
- Prepares reports of program operations and maintains program records.
- Serves as principle liaison designee in the absence of the warden.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of the principles of administration involved in operating a state correctional or juvenile facility.
- Knowledge of federal and state laws, rules and regulations related to the assigned area.
- Knowledge of the budgetary process.
- Ability to establish effective relationships with inmates, juvenile offenders, juvenile justice personnel, social service officials and agencies.
- Ability to supervise the work of professional and support personnel.
- Ability to analyze information to create reports.

- Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Three to five years of full-time or equivalent part-time verifiable experience related to management in corrections.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to management in corrections may substitute for the required education on a year for year basis. Graduate level coursework from a regionally accredited college or university related to management in corrections may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Warden**DISTINGUISHING CHARACTERISTICS:**

This is a managerial level position. These positions plan, organize and direct the entire operation of a prison institution which provides a large variety of programs and services to the inmate population. They are responsible for setting and controlling a budget, staying within an assigned budget and have supervisory responsibility. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Responsible for the planning and managing of the fiscal, administrative and operations of a facility.
- Coordinates and directs staff in administration, custodial, rehabilitative, medical, psychiatric and diagnostic functions of the institution.
- Coordinates budget needs and establishes requirements; justifies needs to supervisor.
- Establishes, reviews and approves proposed advanced administrative training for staff.
- Develops and implements policies and procedures.
- Oversees and supervises staff; monitors the work of staff through meetings and monthly reports.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of regulations and procedures for the Division of Corrections.
- Knowledge of the principles of administration involved in operating a correctional facility.
- Knowledge of federal and state laws, rules and regulations of assigned area.
- Knowledge of management techniques and correctional policies governing inmate custody and rehabilitation.
- Knowledge of basic human psychology applicable to the inmate population.
- Ability to organize and supervise staff.

- Ability to establish and maintain an effective relationship with inmates, inmates' relatives, personnel and the media.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to think clearly and act quickly and effectively during emergencies.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Five to Seven years of full-time or equivalent part-time verifiable experience related to management in corrections.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to management in corrections may substitute for the required education on a year for year basis. Graduate level coursework from a regionally accredited college or university related to management in corrections may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None

Special Requirement: Must be bondable.

CLASS TITLE: Correctional Programs Director Senior

DISTINGUISHING CHARACTERISTICS:

This is a managerial level position. This position administers the total facility operations for all Regional Jails which includes policy development and operational programs. They are responsible for setting and controlling a budget and responsible for staying within an assigned budget. They may supervise subordinate supervisors and managers. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Oversees, manages and supervises all regional jail administrators and facility operations.
- Develops operational programs, policy and procedures, rules and regulations governing the Regional Jail Authority; may develop legislation for the operational aspect of the Regional Jail Authority.
- Oversees and coordinates budget needs and establishes requirements
- Reviews and responds to all grievance issues; coordinate all corrective actions.
- Initiates investigations into allegations of staff misconduct and initiates disciplinary actions.
- Provides for the general welfare of inmates and staff by assuring the facilities programs and operations are consistent with the Regional Jail and Prison Authority.
- Conducts an annual report of the facilities needs to include personnel, operational procedures, equipment, renovation and maintenance.
- Prepares periodic reports concerning facility operations, progress, problems and recommendation for appropriate actions.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of current correctional law and professional standards.
- Knowledge of federal and state laws, rules and regulations of assigned area.
- Knowledge of public administration, budgeting and personnel administration.
- Ability to plan, organize, delegate and supervise to effectively utilize human capital and material resources.
- Ability to give and follow orders.
- Ability to read, comprehend, interpret and implement policies, procedures, rules and regulations.
- Ability to interact positively with staff and inmates.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Four to six years of full-time or equivalent part-time verifiable experience related to management in corrections.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to management in corrections may substitute for the required education on a year for year basis. Graduate level coursework from a regionally accredited college or university related to management in corrections may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.