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Class Specification
for the Class:

CORRECTIONS PROGRAM DEVELOPMENT OFFICER
(CORRECTIONS PROGRAM DEV OFFCR)

Duties Summary:

Serves as the chief staff advisor to the administrator of the State's corrections program in program development, evaluation and related staff and administrative services relative to all aspects of the program; directs the development, review and recommendation of policies, rules, regulations, procedures, standards and guidelines; directs the provision of budget and other administrative staff support activities; and performs other duties as required.

Distinguishing Characteristics:

This class reflects responsibility for serving as the chief staff advisor to the Corrections Program Administrator and involves planning, supervising, controlling and coordinating the work of program specialists engaged in program development, planning and evaluation of all aspects of the State's corrections program. Subordinate program specialists develop comprehensive and detailed plans, develop new programs and activities for the enhancement of the program and assist in and/or coordinate their implementation, develop policies, procedures concerning divisional activities, conduct program evaluation regarding the attainment of desired program goals and oversees the coordination and preparation of budget documents and provide facilitating staff support activities in organization/reorganization, staffing and related areas.

The position in this class operates under the general supervision of the Administrator of the State's corrections program. Personal contacts are extensive due to the incumbent's inherent responsibility for internal program coordination and for participating in establishing and maintaining working agreements and liaison with other private and public agencies. Contacts require thorough program knowledge and considerable skill in activities such as, cooperative problem-solving of complex or controversial issues; obtaining concurrence or cooperation in the face of diverse or discordant viewpoints; providing authoritative advice and interpretation; negotiating program changes and other problem situations.

Examples of Duties:

Organizes and directs the initiation, development, review and recommendation of needed new and amended legislation, divisional regulations, policies, procedures, standards and guidelines and the overall planning efforts of the division; oversees the

development and coordination of implementation of new projects and studies, policies, programs and techniques; directs the evaluation of the effectiveness of corrections programs and the extent to which they are meeting planned program goals as well as basic goals and objectives of the corrections program; oversees the implementation of changes in program services to meet divisional standards and guidelines; supervises the coordination and staff research and analysis necessary for the preparation of the division's operating and CIP budget requests including all phases of new construction, and major renovation, the operating expenditure plan and other required administrative planning/ budget documents; supervises the identification of training and other staff development needs; coordinates the development of training programs relative to the division with departmental training officers and others; oversees the provision of and provides authoritative technical advice to line management in varied areas including policy formulation, program implementation, budget preparation, operational, staffing and related problems; directs the development and implementation of a division-wide corrections library program; supervises, reviews and controls the work of staff; conducts staff meetings; resolves disciplinary and other problems; provides guidance and direction as necessary for on-going work; evaluates the effectiveness of operations of the program office and takes steps to improve operations and services; represents the division in a variety of community and other governmental agency contacts; participates in divisional and departmental level meetings; engages in mutual problem-solving with a variety of other planning groups in the criminal justice system; performs research, analysis, planning work characteristic of the next lower level; and prepares comprehensive reports and correspondence.

Knowledge and Abilities Required:

Knowledge of: Philosophy, principles, concepts, trends and practices of corrections work; principles and practices of program development, planning and budgeting and staff and organizational development; thorough knowledge of the organization, policies and practices of the State's corrections program; principles and practices of administration and supervision.

Ability to: Plan, organize and direct a program for the provision of program staff, assistance to a statewide corrections program; supervise and coordinate the work of subordinates; apply a high level of knowledge of the organization, policies and practices of the State's corrections program to develop new and innovative techniques, approaches, programs and activities in solving problems and in planning for the program; plan and conduct management studies for program planning and evaluation purposes; analyze and define problems and develop alternatives; formulate policies, standards and guidelines; provide technical advice and assistance to line management and staff; communicate effectively orally and in writing; establish and maintain cooperative working agreements and working arrangements with other governmental and private agencies.

This is an amendment to the class Corrections Program Specialist III approved on October 9, 1981 due to incorporation of managerial level in EMCP in accordance with Act 254, SLH 1980, and a change in title to CORRECTIONS PROGRAM DEVELOPMENT OFFICER, effective July 30, 1981.

DATE APPROVED: 8/26/82

/s/ Clement L. Kamalu
for DONALD BOTELHO
Director of Personnel Services

The code number for the class Corrections Program Specialist III was changed from 3.548 to 17.469 and the class was incorporated in the Excluded Managerial Compensation Plan (EMCP) effective July 30, 1981 in accordance with Act 25x4, SLH 1980.

Note: Change class code from 17.469 to 17.450 effective 12/1/05.

