

Class Specification
for the Class:

CORRECTIONAL INSTITUTIONS ADMINISTRATOR
(CORRECTIONAL INSTITUTIONS ADMR)

Class Distinguishers:

Serves as a division chief responsible for administering the operation and maintenance of all adult correctional facilities and community correctional centers throughout the State; developing and directing the implementation of goals, objectives, policies, standards and procedures to ensure optimal facility operations; integrating and coordinating services from other divisions/units to ensure that inmates receive appropriate services; identifying and justifying resource and other operating requirements and formulating budget and expenditure plans.

Full Performance Knowledge and Abilities: (*Knowledge and abilities required for full performance in this class.*)

Knowledge of:

1. Correctional institution operations;
2. Principles and practices of corrections management, standards, trends and developments;
3. Issues and requirements relating to the custody, security and rehabilitation/redirection of adult inmates in correctional institutions;
4. Factors relating to human behavior;
5. The criminal justice system, corrections laws and legal precedents;
6. Principles and practices of supervision, management and administration;
7. Departmental policies and organizational structure.

Ability to:

1. Administer the operation and maintenance of adult correctional institutions on a statewide basis;

2. Establish and direct the implementation of goals, objectives, policies, standards and procedures;
3. Analyze and define complex problems and identify alternative solutions;
4. Plan, organize, direct and evaluate the work of others;
5. Prepare clear and concise reports;
6. Deal effectively with the public, employees and others;
7. Determine and justify resource and other operating requirements; formulate and administer budget and expenditure plans;
8. Speak effectively with individuals and groups;
9. Establish and maintain cooperative working agreements and arrangements with other governmental and private agencies;
10. Act quickly and effectively in emergencies.

Examples of Duties: *(The sole position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

1. Develops, establishes and directs the implementation of policies, standards and procedures to ensure optimal performance in all areas of facility operations, including inmate care/security; staff performance and facility operations (e.g., security and proper maintenance of building and grounds).
2. Periodically reviews facility activities to ensure compliance with departmental/state policies, procedures, statutes, and ordinances, and meets regularly with the Deputy Director for Corrections and the Director regarding divisional matters.
3. Maintains an awareness and keeps abreast of national/federal government trends in corrections, and if pertinent, integrates them into divisional/departmental programs.
4. Establishes and implements an evaluation system of the various operations within the correctional institutions to counteract/forestall or resolve any existing problems.

5. Develops and implements modern diagnostic and correctional treatment programs, activities and services relative to current practices for offenders while they are incarcerated and prepare them for their transition (adjustment and rehabilitation) as they approach their release from the correctional institutions.
6. Formulates, develops and interprets policies and procedures concerning the division's operations.
7. Integrates and coordinates services (e.g., health care and food services, intake services, correctional industries) from other divisions/units to ensure that inmates receive optimal services.
8. Arranges for and participates in inter-agency conferences to formulate policies and procedures to insure harmonious working relationships (e.g., Department of Attorney General, Judiciary, Hawaii Paroling Authority, Honolulu Police Department).
9. Plans, develops, justifies and administers the division budget and expenditures.
10. Provides administrative direction to the wardens of the correctional institutions; reviews operations, determines the need for and makes recommendations for additional staff and/or other changes.
11. Develops, maintains and communicates personnel standards of operation to staff; conducts performance appraisals of subordinate supervisors; supervises and instructs subordinate management personnel; periodically reviews the need for training of wardens and other staff.
12. Conducts due process pre-disciplinary hearings for senior command personnel (chief of security, deputy wardens, wardens) and recommends disposition to the Deputy Director for Corrections and the Director.
13. Approves personnel transaction requests and justification to fill positions, and actively participates in the selection process to fill management positions (e.g., wardens, assistant/deputy wardens, chief of security) at correctional institutions.
14. Periodically reviews organization and staffing of the division to ensure optimum efficiency and effectiveness; plans and prepares for reorganizations of programs and staffing, as needed.
15. Conducts and reviews security post master sheets and schedules to ensure conformance with department policies and procedures and collective bargaining agreements.

16. Prepares legislative drafts, bills and testimonies and assists or participates at hearings and responds to legislative inquiries.
17. Directs and takes action during an emergency situation or for civil defense matters affecting correctional institutions (i.e., fires, flooding, riots, etc.).

This is the first specification for the new class CORRECTIONAL INSTITUTIONS ADMINISTRATOR (CORRECTIONAL INSTITUTIONS ADMR).

DATE APPROVED: APR 17 2009

for Lisa Hodges

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