

Minimum Qualification Specification
for the Class:

CORRECTIONAL INSTITUTIONS ADMINISTRATOR
(CORRECTIONAL INSTITUTIONS ADMR)

Prerequisite Knowledge and Abilities Required:

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, and management.

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 arrangement with other governmental and private agencies;
10. Act quickly and effectively in emergencies.

Basic Education Requirement:

Graduation with a bachelor's degree from an accredited college or university with either a major, or a sufficient number of credit hours in appropriate subjects which would satisfy academic requirements for a major in sociology, psychology, criminology, penology, criminal justice administration, or other related behavioral science or criminal justice field. Excess work experience as described below in the experience section or any other progressively responsible managerial or professional work experience which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college curriculum in one of the previously cited majors may be substituted for education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or substitutable experience background in sociology, criminology, penology, psychology, criminal justice administration, or other related behavioral science or criminal justice field must have included, but is not limited to knowledge of the general principles pertaining to society and criminal justice, human behavior and corrections administration.

In addition, for all of the different areas described above, the education or experience background must also include demonstrated ability to write reports, read and interpret complex written material, speak effectively and persuasively, interact with others to establish effective working relationships, and solve complex problems logically and systematically.

Experience Requirements:

Specialized Experience: Two (2) years of experience as a Corrections Manager III or IV. Such work experience must have involved responsibility for managing the operation and maintenance of an adult correctional institution, including the provision of appropriate and proper care, custody and services to adult inmates; development and implementation of appropriate security and control plans and procedures; supervision/site administration of educational, vocational training, counseling and therapeutic, recreational and other rehabilitative and redirectional activities and programs; ensuring the provision of safe and sanitary living conditions and appropriate medical and food services; and directing the maintenance and repair of physical plant and facilities.

Such experience must also have involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs (manpower, materials, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; and actively participating in policy determination, budget formulation and execution.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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

DATE APPROVED: APR 17 2009

for 
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Director of Human Resources Development