

PART I	DEPARTMENT OF PERSONNEL SERVICES STATE OF HAWAII	17.473* 17.474*
		17.468

Class Specification
for the

CORRECTIONS MANAGER/ADMINISTRATOR SERIES

*(Note: Effective 12/1/05, Corrections Manager I, 17.473, and Corrections Manager II, 17.474, have been retitled with a change in code to Corrections Manager III, 17.466, and Corrections Manager IV, 17.467.)

This series includes all positions which involve responsibility in the management of correctional institutions or systems, or the administration of the statewide corrections program. The work performed in this series requires a knowledge both of correctional theories, principles and techniques, and the problems, methods and techniques of correctional management.

Basic Nature of the Work:

The goal of correction is the rehabilitation of offenders. It is a correctional assumption that the punishment aspect of a commitment is met by the fact of confinement, and that the time of confinement and parole should be used to correct the cause of unacceptable behavior by improving the offender's capacity to cope with the requirements of society.

The method of accomplishing this correctional goal involves identification of the personality traits, cultural values, and the behavior of the offender which have resulted in a degree of social failure and assisting the offender to overcome them by redirecting his behavior into constructive channels through modification of cultural values and applied treatment. Correctional treatment also undertakes to overcome the major contributive factors in delinquency; i.e., to provide wholesome living facilities; to reduce illiteracy and raise educational levels according to individual abilities and needs: to provide vocational training and teach sound work habits; to correct medical and psychological handicaps: to develop healthy recreational practices; to encourage religious activity; and to facilitate acceptable interaction by offenders with other people while under confinement, or in the community as a furloughed or paroled offender.

Levels of Work:

Levels in this series are distinguished on the basis of significant differences in responsibility and complexity. Factors considered pertinent are nature and scope of work, nature and extent of supervision received, nature of available guidelines for performance of work, originality required, purpose and nature of person-to-person work relationships, nature and scope of recommendations, decisions, commitments, and conclusions; nature and extent of supervision over the work of other employees and knowledge and abilities required. Not all factors are relevant in distinguishing one level from another, and discussion of operational and administrative facts pertinent to the

relevant factors at each level is combined for the sake of brevity and to clarify their inter-relatedness.

Exclusions:

Excluded from this series are the following types of positions:

1. Managerial positions which, while they include responsibility for the control and treatment of offenders in a correctional institution, have as their paramount qualification requirement knowledge of a specialized subject-matter field other than corrections. For example, positions of social worker, recreation leader and educator which include responsibility for directing the treatment of inmates are classified in the series appropriate for the basic duties and qualification requirements for the position. Other examples are supervisory positions which have as their primary qualification requirements trade, craft or manual labor occupational knowledge and skills.
2. Positions primarily involved in the day-to-day supervision of or in the performance of work in the direct custody and care of inmates in a correctional institution. Such positions are to be classified in the appropriate corrections officer series.

This is an amendment to the class specifications for the Corrections Administrator Series approved on March 4, 1969 due to incorporation of managerial levels in EMCP in accordance with Act 254, SLH 1980, and a change in title to CORRECTIONS MANAGER I, II, CORRECTIONS PROGRAM ASSISTANT ADMINISTRATOR and CORRECTIONS PROGRAM ADMINISTRATOR, respectively, effective October 1, 1982.

DATE APPROVED: 9/20/82

/s/ Clement L. Kamalu
for JAMES H. TAKUSHI
Director of Personnel Services

The code numbers for the Corrections Administrator Series was changed from 3.530; 3.535, 3.540,; and 3.545 to 17.473, 17.474, 17.475 and 17.476 and the classes were incorporated in the Excluded Managerial Compensation Plan effective July 1, 1981 in accordance with Act 254, SLH 1980.

*(Note: Effective 12/1/05, Corrections Manager I, 17.473, and Corrections Manager II, 17.474, have been retitled with a change in code to Corrections Manager III, 17.466 and Corrections Manager IV, 17.467.)

CORRECTIONS MANAGER I

17.473

Duties Summary:

Manages the operation and maintenance of a correctional facility or branch; and performs other duties as required.

Distinguishing Characteristics:

This class reflects the work of positions in overall charge of a correctional facility or branch of the Corrections Division having a limited population and range of correctional services, as compared to the work of positions at the next higher level. The scope and intensity of operational and maintenance functions, and the size and complexity of organization, thereby represent a level of corrections management of moderate complexity. The incumbent of a position in this class operates within a framework of established policies and administrative procedures; and plans, organizes, directs, controls and coordinates facility or branch functions. An incumbent also maintains effective relationships with other agencies and private groups and individuals, and may represent the corrections program in community activities.

Examples of Duties:

Plans, organizes, directs, controls and coordinates the operation of a comparatively small correctional facility or branch of the Corrections Division; directs plant operation, pre-vocational, recreational and leisure time activities and programs through responsible subordinate supervisory personnel; conducts evaluation and adjustment committee meetings; approves ward/inmate assignments and programs; makes periodic inspections of the physical plant and facilities for effective operations and compliance with policies and regulations; advises and counsels wards or inmates, and handles discipline problems; plans and directs emergency procedures; directs the correctional services and control activities of the facility or branch; conducts a program on personnel in-service training and staff development; directs others in the preparation and submittal of budget requests pertinent to the operations of the facility or branch; reviews and evaluates existing policies and procedures and develops methods of improvement; prepares correspondence pertaining to facility or branch operations to other private or public agencies; maintains effective public relations within departmental and divisional policy; establishes and maintains cooperative liaison with other departments, divisions or agencies, within departmental policy; prepares reports relative to the operations of the facility or branch and its programs.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of corrections management; factors relating to human behavior and development; principles and practices of supervision and management; departmental policies and structure.

Ability to: Manage the operation and maintenance of a correctional facility; formulate policies and procedures; plan, organize, direct and coordinate the work of others; prepare clear and concise reports; deal effectively with the public, inmates and others; prepare budget requests; act quickly and effectively in emergencies.

CORRECTIONS MANAGER II

17.474

Duties Summary:

Manages the operation and maintenance of a correctional facility or branch; and performs other duties as required.

Distinguishing Characteristics:

This class reflects the work of positions in charge of a principal adult or youth correctional facility or branch of the Corrections Division having a sizable population and a full range of correctional services. The scope and intensity of operational and maintenance functions, and the size and complexity of organization, thereby represent a level of corrections management of considerable complexity. The incumbent of a position in this class operates within a framework of established policies and administrative procedures; and plans, organizes, directs, controls and coordinates facility or branch functions. An incumbent also actively participates in the formulation of broad program plans and may represent the program in statewide and national, as well as community activities.

Examples of Duties:

Directs the correctional services and control activities of a major correctional facility or branch; plans, organizes, directs and coordinates diagnostic, classification, educational, recreational, and other correctional services through responsible subordinate professional and supervisory personnel; participates in the formulation of rules and regulations governing personnel practices, and the activities of offenders; conducts periodic inspectional tours of facility grounds, buildings, rooms and work project sites; conducts hearings and investigations of rule violations and grievances; gives direction to the facility corrections supervisors, plant operations and correctional industry managers, rehabilitation specialists, medical and psychological personnel, unit

heads, and other personnel; holds conferences with subordinates and discusses correctional facility problems; directs personnel in-service training and staff development; directs others in the preparation and submittal of budget requests pertinent to the operations of the facility or branch; reviews and evaluates existing policies and procedures and formulates and develops methods of improvement; chairs the Adjustment Committee, monitors the Classification Committee, and directs special committees for the treatment of inmates; handles discipline problems, and plans and directs emergency procedures; prepares correspondence pertaining to institutional operations to other private or public agencies and/or programs; maintains effective public relations within departmental and divisional policy; establishes and maintains cooperative liaison with other departments, divisions or agencies, within departmental policy; prepares reports concerning the operations of the correctional facility.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of corrections management; factors relating to human behavior and development; principles and practices of supervision and management; departmental policies and structure.

Ability to: Manage the operation and maintenance of a major correctional facility, involving a full range of correctional services; formulate policies and procedures; plan, organize, direct and coordinate the work of others; prepare clear and concise reports; deal effectively with the public, inmates and others; prepare budget requests; act quickly and effectively in emergencies.

CORRECTIONS PROGRAM ADMINISTRATOR
(CORRECTIONS PROGRAM ADMR)

17.468

Duties Summary:

Administers the statewide program for the legal custody, care, training and rehabilitation of prisoners and wards of state correctional facilities in accordance with the general policies and standards of the department; and performs other duties as required.

Distinguishing Characteristics:

This class involves the responsibility for administering the department's statewide correctional program, including directing and coordinating the operations of the various correctional facilities and branches throughout the State through subordinate managers.

The work is performed within a broad framework of laws, departmental policy, and corrections management concepts and philosophy, and in accordance with administrative direction.

Personal contacts are maintained with federal, State and local agencies; and public and private groups and individuals to promote the program and its activities and systems, and secure assistance, cooperation and support.

Examples of Duties:

Plans, organizes, directs and coordinates operations for the legal custody, physical well-being, training and rehabilitation of offenders in correctional institutions; directs activities and systems for effective adjustment and rehabilitation of offenders paroled from correctional facilities; develops, establishes and directs the implementation of policies, standards and procedures within the broad framework of legal and departmental standards and requirements; develops and implements diagnostic and modern correctional treatment plans and activities for offenders; develops and maintains liaison with national, state and local agencies concerned with correctional services and activities and integrates the division's correctional plan with the efforts of these agencies; conducts inspectional tours of correctional facilities and jails; provides technical consultation services and advice regarding correctional matters to the departmental director, Governor, legislative bodies, police and professional and lay groups; promotes the services and activities inherent in the correctional program; acts on fiscal, personnel and other administrative matters including the effective development and training of personnel; evaluates and assesses existing services and initiates changes as necessary; establishes and maintains appropriate work quality standards; reviews and approves reports pertaining to the operations of the program; and prepares correspondence and reports.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of corrections management, including trends and developments; principles and practices of management and public administration; the criminal justice system; corrections laws and legal precedents.

Ability to: Administer the statewide program of corrections management; formulate policies and promote program objectives and goals; maintain effective communications and relations with public and private groups and individuals, including legislative committees.