



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ASSISTANT DIRECTOR, OPERATIONS ***	47*	A	12.500

Under the administrative direction of the department director, is responsible for planning, organizing, directing, monitoring and evaluating all the activities related to the custody, feeding, clothing, housing, care, treatment, discipline, training, employment, rehabilitation and general well-being of offenders and the overall operational services of all correctional institutions and facilities statewide.

Assist the director in coordinating and directing the work of all the correctional institutions by formulating administrative policies and procedures, evaluating and determining program goals and operational activities, developing plans and procedures of the work operation of the institutions and facilities in maintaining the safety and security of the institutions and facilities, to increase the effectiveness of the programs, and to ensure that all actions taken by staff members comply with federal and State laws and regulations, court orders, departmental policies and procedures. This managerial duty is performed independently or jointly with upper management by applying knowledge of the department's rules and regulations, correctional management principles and practices, and by considering a broad spectrum of factors when making decisions or recommendations including public relations, legislative relations, public policy stances, and effect on other institutions.

Assist the director in determining overall organizational structure of the department, work operations, work methods and procedures, workflow and necessary adjustments to reflect changes in objectives, operations, and relationships with other institutions; review work in terms of accomplishment of program objectives, personally reviewing unusually difficult or important items, studying work and progress reports prepared by Wardens and other subordinate supervisors, and giving personal consideration to problems referred by subordinates.

Provide opportunities for appropriate training and developmental opportunities to the department's upper management staff and apply specific policies for discipline; establish methods to counsel subordinate employees, ensuring conformity of actions with policies established by higher authority; select subordinate supervisors; approve standards establishing the quantity and quality of work; oversee all personnel related actions such as hiring, promotion, transfer, discipline, training, motivation of institutional staff to ensure that the institutions are staffed by adequate and competent employees and in compliance with all personnel rules and regulations. This duty is performed independently by applying knowledge of personnel theories, practices as well as State Personnel rules and regulations.

Oversee the classification activities of inmates within the department for the proper placement of offenders in the appropriate institutions/facilities programs by reviewing summary documents on inmates' behavior prepared by subordinate staff to ensure the custody, care, training and rehabilitation of offenders as authorized by NRS 209.351 and to ensure that the inmates are incarcerated at the appropriate level of custody and the goals of the department as they relate to classification and housing of inmates are met.

Provide general supervision of the academic and vocational educational, religious, recreational and other special activities for the inmates; evaluate the quality of services provided by reviewing reports and/or statistical data, conferring with reporting staff, and reviewing information in order to determine what improvements are needed.

Coordinate with the Assistant Director, Industrial Programs, the overall industrial and agricultural programs of the institutions by conducting an overall evaluation of the programs and comparing them to the department's goals and objectives.

Coordinate with fiscal services the overall departmental budget by monitoring fiscal allocations pertaining to the operation of the institutions/facilities and by assisting the director in prioritizing budgetary needs.

*** Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

Review institutional emergency response plans, and provide advice and direction in accordance with established emergency management policies to the Wardens for the resolution of all critical emergencies such as hostage situations, riots, escapes and natural disasters.

Report on the achievements of the department and its status to higher authorities, including the director, Governor, appropriate legislative groups, community organizations and the public.

Interpret department policies and regulations as requested by the director to the public and the press concerning institutional incidents, prison inmate rehabilitation programs, industry programs, and future expansion programs.

Review audit reports prepared by the inspector general and the corrective plan of action by the Wardens for all institutions for the purpose of ensuring institutions are in compliance with the Department's Administrative Regulations, the Nevada Revised Statutes, the Prison Board policies.

Study incarceration rates and inmate population growth and make recommendations to the director for future prison expansion. This responsibility includes working closely with the Public Works Director, all impacted agencies and the Chief of Plant Operations.

Assume all duties of the director when requested to do so.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

EDUCATION AND EXPERIENCE: An Associate's degree or equivalent education in criminal justice, corrections, law enforcement or closely related field and four years of work experience in the management of a major division of a correctional department; **OR** four years as a Warden in the Nevada State Corrections System or Warden of any state or federal system comparable to Nevada; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Knowledge of: modern principles and practices of the administration, organization and management of correctional institutions, including the feeding, housing, clothing, treatment, discipline, custody, and rehabilitation of offenders; financial and operating procedures in managing adult correctional institutions; the uses of such management tools as information systems, statistics, accounting, and public relations; the attitudes, problems and behavior of inmates; the limitations of inmate labor, occupations, and employment best suited to correctional conditions; the social and cultural lifestyles of a variety of ethnic and cultural groups. **Ability to:** plan, direct and coordinate the overall operations of the institutions/facilities; speak and write clearly and concisely in explaining ideas, communicating within the organization, informing the public and resolving conflicts; establish and maintain effective working relationships which includes exhibiting responsiveness, credibility, confidence, tact, cooperation and sensitivity; plan, implement and evaluate the achievement of goals, objectives and work plans; recognize organizational and operational problems and apply analysis and judgment in arriving at solutions and making appropriate choices among options and alternatives; improve institutional efficiency and security; comprehend, interpret and apply laws and

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (cont'd)

regulations in a consistent manner; provide organizational leadership and coordination; supervise and direct the work of subordinates by providing clear plans and direction and adequate training and motivation; function effectively under stress and exhibit integrity, thoroughness and self-motivation; develop and monitor policies and procedures; establish and maintain cooperative relations with interested community and professional groups; acquire the cooperation of institutional officials; work with individuals of varied ethnic backgrounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Extensive knowledge of: security principles, practices and tactics governing the use of physical and deadly force; the principles, practices and laws of corrections related to the criminal justice system. **Detailed knowledge of:** the goals and objectives, activities and scope of the department; department rules and regulations related to the safety and security of institutions. **Knowledge of:** court orders, consent decrees, departmental policies and procedures; the rules and regulations governing the classification of inmates.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.500

ESTABLISHED: 7/1/85R
7/22/85PC
REVISED: 8/6/87
REVISED: 12/9/88-3
REVISED: 7/1/91P
7/6/90PC
REVISED: 11/15/91PC
REVISED: 7/1/93LG
REVISED: 1/1/01LG
REVISED: 7/1/01LG