



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>
ASSOCIATE WARDEN	43*	A	12.553

Under general direction of the Warden within an assigned correctional institution, plan, organize, and direct the operations-related areas such as custody, culinary, and maintenance or programs related areas such as classification, medical, and education and rehabilitation.

Perform fiscal tasks such as preparing budget proposals by identifying the institution's needs, evaluating previous year's expenditures, and conducting future needs analysis of the institution; control the institutional budget for assigned staff, activities, equipment, supplies, and structures.

Perform administrative management tasks such as preparing in-depth studies and reports; analyze legislatively approved staff levels, convert information into a master schedule, and calculate relief factors; act as a public relations liaison between the institution, other agencies, and the community.

Provide direction and oversight to assigned administrative units by developing short-range and long-range plans; develop and oversee the implementation of policies and procedures dealing with coordination of law enforcement measures involving the institution and other State, county, local, and federal law enforcement agencies; review concerns of staff and inmates related to the medical treatment, discipline, safety, security, and custodial measures provided by the institution; provide oversight for organizational compliance with laws, policies, and procedures of a variety of functions.

Coordinate activities with outside agencies through personal and/or in written communication to obtain resources not available within the institution.

Represent the institution on committees advocating for the institution and inmate population needs; chair or participate on institutional committees as assigned.

Serve as Acting Warden and review critical and unusual incidents reported by various institutions and take appropriate action or advise officers of the actions to be taken by applying knowledge of department rules and regulations and notifying the appropriate Deputy Director of Operations and the Director on critical incidents and the actions taken as assigned.

Perform supervisory tasks such as evaluating employee performance and prepare performance appraisals and promotional merit ratings; review, recommend, and/or take appropriate disciplinary action when employees fail to meet standards and/or to comply with department rules and regulations; participate in the screening process of applicants and recommend hiring of staff; assess staff development and training needs and provide advisement in work-related activities, professional growth, and career development by recommending appropriate training programs in consideration of the institution's current and future needs and resources.

Perform related duties as assigned.

In addition to the fiscal, administrative, and supervisory duties assigned to all positions, incumbents perform the following Operations or Programs duties. Incumbents may be required to perform some duties outside of their assigned area or they may be completely reassigned to alternate duties to meet institutional needs.

** Reflects a 3-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.*

OPERATIONS

Oversee the security of the institution; maintain and review all post orders and emergency and security procedures; conduct audits of custody staff to ensure adherence to security policies and procedures; ensure all staff is appropriately trained to use required equipment and weapons and are able to secure a post properly; ensure that all suspected violations of laws, regulations, and departmental and institutional policies and procedures are investigated appropriately.

Oversee visiting room operations, review visiting applications and requests for special visits, and approve or deny requests according to policies and procedures; oversee property, mail, and identification operations; oversee culinary operations and ensure culinary is appropriately staffed and that the quality and quantity of food and beverages are adequate; ensure inmates are searched thoroughly after completing culinary duties to reduce contraband; oversee gym operations and ensure the that the quality and quantity of equipment is adequate; oversee laundry operations and ensure that inmate issued clothing and cloth items are issued and cleaned according to policies and procedures; ensure that all areas are appropriately staffed.

Oversee the general population and segregation units operations; ensure units are appropriately staffed and that inmates receive the required exercise time in compliance with laws, regulations, and departmental and institutional policies and procedures.

Oversee armory operations; ensure the armory is appropriately staffed; ensure all weapons, chemical agents, keys, tools, knives, hazardous equipment, and other security risk items are inventoried and audited regularly according to policies and procedures.

Oversee prison industries security; ensure all keys, tools, knives, hazardous equipment, and other security risk items are inventoried and audited regularly according to policies and procedures; ensure inmates are searched thoroughly after completing prison industries duties to reduce contraband.

Oversee maintenance operations; ensure maintenance is appropriately staffed; ensure all keys, tools, knives, hazardous equipment, and other security risk items are inventoried and audited regularly according to policies and procedures; ensure inmates are searched thoroughly after completing maintenance duties to reduce contraband.

PROGRAMS

Oversee the provision of programs, education, and treatment to inmates with mental health issues; resolve problems regarding services provided; coordinate supervision for special needs inmates; participate in coordination of efforts between mental health and medical staff.

Oversee the provision of programs, education, and treatment to inmates with medical issues; resolve problems regarding services provided; coordinate supervision for special needs inmates; participate in coordination of efforts between medical and mental health staff.

Oversee the approval and training of volunteers; monitor volunteers for compliance with laws, regulations, and departmental and institutional policies and procedures.

Supervise the chaplain to ensure that religious services are held to appropriately accommodate the different faith groups and/or practices.

Oversee the casework staff to ensure that decisions are within laws, regulations, and departmental and institutional policies and procedures; provide general oversight of caseworker/inmate interactions; monitor the appropriate usage of inmate records and informational systems; monitor the recording of credits such as work and merit; prepare various reports such as Parole Board and work reports.

Supervise the physical education and recreation staff to ensure recreation programs provide stimulating exercise for the different age groups; coordinate special events.

PROGRAMS (cont'd)

Oversee programs available to inmates to ensure approval and compliance with laws, regulations, and departmental and institutional policies and procedures; coordinate, facilitate, and delegate programs in cooperation with various staff; oversee enrollment guidelines so appropriate inmates participate; monitor and track the submission of merit credits and certificates of completion; maintain and distribute master program schedules.

Oversee education available to inmates to ensure compliance with laws, regulations, and departmental and institutional policies and procedures; coordinate, facilitate, and delegate education in cooperation with school districts, colleges, and various staff.

Supervise law library staff and ensure the law library complies with laws, regulations, and departmental and institutional policies and procedures; ensure legal materials are adequate in quantity and quality and available to all inmates.

Supervise clerical and records staff; ensure staff conduct file audits and maintain security and confidentiality of information.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * 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.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Some positions may require specific operational and/or programmatic experience which will be identified at the time of recruitment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in criminal justice, social work, public administration, psychology, or related field and two years of experience as a supervisory correctional caseworker or correctional lieutenant in an institution consisting of inmates housed in a maximum and/or medium security facility, correctional camp, or correctional transitional facility; **OR** Associate's degree from an accredited college or university in criminal justice, social work, public administration, psychology, or related field and three years of experience as described above; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR** two years of experience as a supervisory Correctional Casework Specialist III or as a Correctional Lieutenant in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

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

Detailed knowledge of: methods used and problems involved in supervision and adjustment of inmates. **Working knowledge of:** principles and practices of advisement and guidance; casework theory, practice, and the principles of individual and group behavior; theories, trends, and terminology used in the field of corrections; firearms, chemical agents, restraints, and other security devices; personnel management principles and practices required to hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions; security principles, practices, and tactics governing the use of physical and deadly force; staff roles as applied to administering the security of an institution. **General knowledge of:** principles and practices of corrections as part of the criminal justice system; social and cultural aspects of a variety of ethnic and cultural groups; causes of crime, delinquency, and methods of rehabilitation. **Ability to:** analyze problems, situations, practices, and procedures to identify relevant concerns or factors, formulate logical and objective

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
conclusions, and recognize alternatives and their implications; assess staff development needs; control, direct, and instruct inmates individually and in groups; delegate responsibility, recruit and train staff, evaluate effectiveness of subordinates, and administer necessary discipline; develop, write, and evaluate institutional policies, procedures, and post orders; enforce institutional rules and regulations; evaluate emergencies and take or recommend corrective measures; interpret and apply agency directives, procedures, and post orders; manage aggressive behavior and conflict situations; observe, understand, and interpret the habits, attitudes, behaviors, and activities of inmates; prioritize work by evaluating available staff and resources; write concise, logical, grammatically correct correspondence and analytical reports in developing and explaining institutional policies and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: institutional program goals, objectives, and content; State laws and regulations governing the department. **Working knowledge of:** State budget and accounting principles and practices. **Ability to:** deal with controversial issues which affect institutional public relations; manage space, equipment, and material resources including the development of utilization plans and justification of acquisitions; monitor and project budget based on existing resources and expenditures; prepare budget reports; properly interpret and implement court orders, consent decrees, and institutional procedures; function as the acting Warden.

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.

12.553

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