



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>
CORRECTIONAL MANAGER	39*	D	12.510

Under general direction of a Warden and/or Associate Warden, plan, direct, control and coordinate the daily operation of a community-based restitution center, boot camp and/or conservation camp for the care, training, discipline, custody, and rehabilitation of offenders at a minimum custody correctional facility.

Supervise facility staff which typically includes caseworkers and custody, maintenance, culinary and storekeeping personnel; assign and review work; evaluate performance and ensure appropriate training; take disciplinary action as required.

Coordinate budget requests for the correctional facility through fiscal staff by analyzing previous year's allocated budget, projecting resources needed, estimating costs and preparing required documentation for incorporation in agency's budget request.

Develop and maintain contacts with community organizations and agencies to promote the facility's goals and objectives and the use of inmate work crews for community projects; assist inmates with employment search as applicable to the assigned facility; provide appropriate supervisory training for on-site supervisors of inmates who are employed at other governmental agencies and conduct periodic review of inmate performance via job-checks and meetings with supervisors as required.

Direct the requisition and issuance of supplies and equipment and the maintenance of buildings, grounds, and vehicles by reviewing purchase orders, assessing needs, and authorizing necessary expenditures; work with fiscal staff to ensure that funds are managed in accordance with departmental regulations, policies and procedures.

Oversee and monitor offenders' income and distribution of funds to individual inmate accounts; ensure accuracy and completeness of records related to restitution paid to victims, court fines, room and board payments, transportation and bi-weekly allowances given to inmates ensure compliance with established policies and procedures.

Inspect facility housekeeping and maintenance through observation in order to evaluate sanitation, food preparation, security and compliance with agency regulations and operating policies; evaluate culinary procedures periodically and ensure food service meets departmental guidelines and make changes as needed.

Review the eligibility of inmates that are placed at the correctional facility by evaluating inmates' records; review classification summary sheets, length of sentence remaining, type of crime committed, current classification level, outstanding warrants and other relevant background information.

Prepare progress reports on the performance of the facility by evaluating overall activities to include inmate incidents, discipline of inmates, recreational activities, status of inmates' accounts, job-site checks, and support programs for inmates such as education, Alcoholics Anonymous and religious activities.

Review disciplinary actions submitted by staff and counsel inmates on their behavior and the facility rules and regulations; if the security of the institution is compromised, initiate the appropriate emergency response per applicable administrative regulations to address the situation and return to normal operations.

Maintain the facility according to federal guidelines to enable housing of federal inmates.

*** Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention.**

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: Two years of experience as a Correctional Sergeant in Nevada State service; **OR** two years of experience supervising staff responsible for custody of inmates; **OR** an equivalent combination of education and experience as described above. (See Special Requirement)

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

Detailed knowledge of: rules and regulations governing the classification of inmates. **Working knowledge of:** the social and cultural lifestyle of a variety of ethnic and cultural groups. **General knowledge of:** goals and objectives of a minimum security correctional facility; operation of a community-based facility; providing inmates with employment opportunities and training to enable rehabilitation and re-integration into society within department inmate classification procedures; principles, practices and laws of corrections related to the criminal justice system, correctional centers and/or camps. **Ability to:** write technical and evaluative reports; manage aggressive behavior and conflict resolution; understand, interpret and explain the rules, regulations, policies and procedures; enforce institutional rules, regulations and policies with impartiality; provide leadership and coordination; communicate effectively orally and in writing with inmate families and employers, agencies and organizations in the community.

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

Detailed knowledge of: center and/or camp goals and objectives; State Personnel management regulations and practices (e.g., hiring, training, assigning and reviewing work, preparing performance appraisal and disciplinary action). **Working knowledge of:** State budgetary and accounting procedures; State purchasing rules and procedures. **Ability to:** prepare budgets, special reports and studies; plan, implement and evaluate the achievement of goals, objectives and work plans.

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.

12.510

- ESTABLISHED: 1/7/83
- REVISED: 7/1/91P
- 7/6/90PC
- REVISED: 11/15/91PC
- REVISED: 1/1/01LG
- REVISED: 7/1/01LG
- REVISED: 5/12/05UC
- REVISED: 7/1/05LG