Corrections Manager

Job Code	Job Title	Pay Grade
8106L1	Corrections Manager I	30
8107L1	Corrections Manager II	32

CONCEPT:
This is managerial corrections work for the State of Kansas. Enforces all laws, rules and regulations of the Department of Corrections.

TASKS:
CM I

- Assists in administering programs to carry out agency operations and procedures. Executes directives and assignments issued by immediate supervisor. Monitors field operations by studying and disseminating information to field supervisors. Monitors support services.
- Plans and directs the work of subordinate personnel. Routinely provides on-the-job training and may serve as an instructor in a more formal training program. Interviews applicants to evaluate their capabilities.
- Confers with the public, news media and other law enforcement agencies to establish good working relations by making personal contacts, presenting programs and relaying accurate and timely information.
- Plans and directs all classification and record keeping activity in a corrections institution. Ensure that custody level and sentence computations are in order for all inmates.
- Supervises all unit team activity. Reviews unit team recommendations for parole and program eligibility and custody and detail assignments. Advises and trains unit team managers on institutional policies and procedures.
- Plans and directs security operations at a major corrections institution. Schedules work assignments for corrections officers and specialists to ensure that all posts are covered. Completes rounds on a regular basis providing direction to the living unit and activity area personnel. Assists in resolving security and operations problems.
- Develops and implements systems for controlling contraband. Changes procedures for inspecting vehicles and personnel entering the institution. Develops and implements procedures for the shakedown of the institution.
- Directs corrections skills training and maintains qualifications required by the Department of Corrections.
- Attends corrections skills training and maintains qualifications required by the Department of Corrections.

CM II

- Responsible for staffing and reviewing activities of all personnel. Assumes responsibilities of the director in the director's absence.
- Plans and directs the programs and operations of a small corrections facility not attached to an institution. Develops policies and procedures for the facility. Works with community leaders and officials to promote local acceptance and cooperation. Works with volunteer and service organizations and government officials to coordinate facility activity. Evaluates facility performance and works with other department officials to maintain and improve facility operation.
- Executes directives and assignments issued by immediate supervisor. Monitors field operations by studying and disseminating information to field supervisors. Monitors support services.
- Prepares budget requests and supporting documents. Ensures that logistics and personnel are adequately specified and maintained.
- Conducts periodic evaluation of program or operation to determine effectiveness in achieving department objectives. Develops alternative solutions to resolve problems.

- Develops and coordinates a corrections security and classification program for all state corrections facilities. Inspects facilities to monitor security and classification programs, operations and personnel assignments and recommends changes to meet department standards. Compiles and updates manuals to ensure uniform application of security and classification procedures. Approves inter-institutional and interstate transfer of inmates recommended by unit teams. Controls and coordinates the inmate furlough program.
- Develops and coordinates staff training programs in order to meet department requirements. Inspects institutional training facilities to monitor quality and type of training provided and recommends changes to meet department standards. Compiles and updates manuals to ensure uniform staff training procedures. Prepares the annual training plan.
- Attends corrections skills training and maintains qualifications required by the Department of Corrections.

LEVELS OF WORK

- Class Group consists of two classes.

Corrections Manager I – Work involves directing, evaluating and counseling subordinate personnel as well as participating in agency planning and policy development. Incumbents manage programs such as security or classification for a Department of Corrections' institution or similar level activities in a unit at central headquarters.
Minimum Requirements: A bachelor's degree with major coursework in criminal justice, the social sciences, the behavioral sciences, or public administration and one year of supervisory and/or administrative/management experience in the field of corrections. Additional experience may be substituted for the required education as determined relevant by the agency.
Necessary Special Requirements: Some positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

Corrections Manager II – This is advanced managerial correctional work in a small institution or providing program support to a deputy secretary. Work involves managing programs and operations in a small corrections institution or developing and coordinating a program for a deputy secretary in central headquarters. Incumbents manage programs in support of the general mission of the Department of Corrections.
Minimum Requirements: A bachelor's degree with major coursework in criminal justice, the social sciences, the behavioral sciences, or public administration and three years of experience in the field of corrections, including at least one year of supervisory and administrative/management experience. Additional experience may be substituted for the required education as determined relevant by the agency.
Necessary Special Requirements: Some positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

REF: 12/13
REV: 7/17
REV: 11/21
REV: 6/23