

Warden IV

Job Code
4233L1

Job Title
Warden IV

Pay Grade
37

CONCEPT:

This is managerial work directing a correctional facility with highly specialized, multiple or maximum security functions.

TASKS:

- Directs rehabilitation programs; monitors the effects of admission, orientation and classification procedures; manages vocational, work, religious and educational programs
- Enforces the Department of Corrections' laws, rules and regulations.
- Evaluates programs to determine effectiveness in achieving department objectives; develops alternatives to resolve problems; issues necessary changes in policy and procedure.
- Directs the administration of facility and program budgets; determines equipment, human resource and capital improvement requirements; directs the personnel program; conducts regular staff meetings to ensure cooperation among programs; provides information to administrative and legislative hearings.
- Manages custodial activities; issues general and post orders; directs the enforcement of proper disciplinary measures and fair hearings.
- Prepares reports for the facility and programs; confers with civic groups, consultants and other interested parties regarding developments in the facility or program; monitors the clinical services program.
- Defines functional responsibilities within the facility and programs; assigns and reviews work of major department heads; provides guidelines for staff specialists in the rehabilitation and training of inmates.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirements:

Graduation from an accredited four year college or university with major coursework in criminal justice, the social sciences, the behavioral sciences, or public administration, and six years of supervisory and administrative/manager level experience in the field of corrections. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency.

Necessary Special Requirements:

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 promoting, transferring, or demoting from another safety sensitive position within the agency.

REF: 12/13