

Specification for Class of

CORRECTIONAL PROGRAM MANAGER

Abolished Effective June 1, 2005

Definition: At an adult corrections facility, supervises Correctional Unit Supervisors; directs the institution-wide inmate classification program, provides multiprogram management at a setting at least one mile from the main institution with a rated capacity of at least 100 inmates; at a community work/training release facility with restricted housing units (Phase 2) and a total rated capacity of 125 or more inmates, manages the offender classification and treatment programs; or, within headquarters, serves as an offender classification program representative, administers a statewide department corrections program (e.g., inmate grievance, drug/alcohol treatment), or manages one of three prison command programs within the state.

Typical Work

Supervises and evaluates a comprehensive program for the treatment, custody and/or classification of court-committed adult felons;

Reviews resident applications for work/training release status, furlough, Parole Board action, custody and program classification, transfer, etc., and makes recommendations (or may approve or disapprove action);

Chairs hearings and committees such as classification, fact finding, review, reclassification, and disciplinary;

As a hearings officer heading up institution disciplinary program, conducts all major inmate disciplinary hearings; determines appropriate findings; imposes sanctions; supervises pre-hearing process; conducts disciplinary procedures training for new staff;

Supervises the overall operation of the central reception center; plans, trains, directs, and evaluates work of the staff, including psychologists, vocational counselors, and sociologists; plans and organizes intake and initial diagnosis for new admissions;

Administers the statewide inmate grievance program; investigates and evaluates grievances initiated by inmates, parolees, and probationers which are appealed to headquarters;

Serves as a headquarters classification program representative;

Conducts on-site reviews and monitors institutions operations with regard to safety, emergency response, inmate classification, policies and procedures, and WAC's and RCW's;

Administers the agency-wide substance abuse treatment program;

Evaluates work of subordinate staff; completes performance evaluations;

Evaluates training needs of staff and conducts training; assists in developing training programs and career plans for staff;

Conducts staff meetings;

Performs other work as required.

Minimum Qualifications

A Bachelor's degree involving major study in sociology, psychology, criminology or a closely allied field.

AND

Four years of professional corrections experience, including at least one year in a supervisory or administrative capacity.

Counseling and/or custody experience in corrections may be substituted, year for year, for up to two years of the required education.

A Master's degree in one of the above fields of education or in public or business administration may be substituted for one year of the required nonsupervisory experience.

New class

Effective April 13, 1984

Revised December 9, 1988

Revises definition and deletes distinguishing characteristics