

DIRECTOR OF CORRECTIONAL STANDARDS REVIEW

Duties and Responsibilities

This is a management class of positions with several assignment levels.

Under direction, with wide latitude for the exercise of independent judgment, directs and supervises the Field Operations Unit of the Board of Correction, including investigations of unusual incidents; monitors minimum standards compliance; responds to complaints, grievances and requests for assistance from inmates and correction employees; monitors institutional operations and conditions of confinement; or other assignments equivalent to that described herein.

Under general direction, with wide latitude for the exercise of independent judgment, directs and supervises a unit within the Department of Correction responsible for the development and maintenance of systems to monitor compliance with and detect potential deviations from externally and internally imposed standards for the conditions of inmate confinement; develops recommendations for modifications to Departmental and institutional policies, procedures, and management practices designed to achieve and maintain satisfactory conditions of confinement; or other assignments equivalent to that described herein.

Under general direction, with wide latitude for the exercise of independent judgment, directs and supervises the Department of Correction's inmate grievance resolution program; establishes training for staff; prepares written training and informational materials as well as analytical reports of the unit's operations for use and dissemination internally and to outside agencies; convenes Central Office Review Committee to evaluate appeals; ensures the effective and efficient operation of an inmate grievance operation within the Department of Correction; or other assignments equivalent to that described herein.

Qualification Requirements

1. A baccalaureate degree from an accredited college, and four years of full-time experience in corrections, social work, psychology, law, public administration, law enforcement, or a related field providing direct services to an inmate or detention population within a correctional or related facility, at least one year of which must have been in a responsible supervisory, administrative or consultative capacity; or
2. A high school diploma or evidence of having passed a high school equivalency examination and six years of full-time experience as described above; or

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Qualification Requirements (Cont'd)

3. Education and/or experience equivalent to "1" or "2" above. Service as an inmate in correctional or related facility may be substituted for a portion of the required experience up to a maximum of two years on a year for year basis. A graduate degree from an accredited college or university with a major in social work, psychology, law, criminal justice or public administration which includes a field placement performing duties as described above, may be substituted for up to one year of full-time experience as described in "1" above. However, all candidates must have at least two years of full-time experience as described in "1" above, at least one year of which must have been in a supervisory, administrative or consultative capacity.

Direct Lines of Promotion

None - This class of positions is classified in the Non-Competitive Class.