



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 1028

DIRECTOR OF STAFF DEVELOPMENT AND CORRECTIONS INSPECTIONS

GRADE M

SCOPE OF WORK:

Work involves management of correctional staff training programs in the Department of Corrections and Rehabilitation and oversight of correctional facilities inspections programs to include providing interpretation of statutes, case law, and executive orders as it applies to the facilities.

DUTIES PERFORMED:

- Develop, interpret, implement, update, and enforce department policy guidelines and procedures for staff development and correctional facilities inspections programs; ensure that the DOCR is compliant with applicable accreditation standards, state and federal laws.
- Conduct and participate in agency strategic planning exercises.
- Select, train, supervise, and evaluate assigned staff.
- Oversee research, development, implementation, and evaluation of staff training programs provided by the DOCR; seek input from agency staff and other agencies and entities; and develop consistent operational procedures for training operations.
- Develop and manage state and county correctional facility inspections programs; ensure compliance with federal and state statutes. Make recommendations to the Director of Corrections regarding compliance corrections in accordance with NDCC 12.44.1
- Manage budget for assigned programs; project future needs of correctional training and assess the fiscal/human resource costs for additional training including revenue forecasts.
- Develop and manage Risk Management guidelines for the Central Office.
- Investigate and respond to all complaints lodged against divisional staff.
- Serve as a liaison for the Central Office with criminal justice agencies, contract agencies, and the Law Enforcement Training Academy regarding training.
- Represent DOCR to boards, community service groups, schools, and the public regarding training.
- Prepare testimony and testify before legislative committees and subcommittees; track legislation relating to corrections.
- Represent the agency, on behalf of the DOCR Director, to Sheriffs and facility administrators on questions fundamental to the major purposes and policies limited only by statutes, case law and executive orders.

- Project future needs of correctional training and assess the fiscal/human resource cost for additional training including revenue forecasts.
- Collaborate, coordinate, and communicate with other Department Directors and staff on matters relating the Departments operation.
- Review response to requests for proposal and make award recommendation to directors in the areas of training and correctional facilities inspections; negotiate and review contracts prior to director signature.
- Perform as a licensed peace officer representing the DOCR (ie: assist other law enforcement agencies with arrest procedures, transport procedures and various investigation procedures.
- Coordinate, develop, and manage continuity of government plans for emergency services.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in a behavioral science, criminal justice or a closely related field and six years of work experience in developing, implementing, and presenting training programs. Work experience must have included supervision of staff. Incumbent must be licensable as a North Dakota Peace Officer in accordance with North Dakota Century Code Chapter 12-63 and shall attend the first available basic peace officer training program recognized by the ND Peace Officer and Training Board (POST Board) ensuring authorization to perform peace officer duties in accordance with North Dakota Century Code 12-59-20.

Eff. Date: 3/08

Rev: 6/08 – Reviewed and updated factoring.

Rev: 7/12 – Conversion to Hay System