



**NORTH DAKOTA
CLASS DESCRIPTION**

Central Personnel Division

Phone: (701) 328-3290

Class Code: 5109

CORRECTIONAL UNIT MANAGER

GRADE L

SCOPE OF WORK:

Work involves the management of major residential units within the Department of Corrections and Rehabilitations. Responsibilities include the overall administration, program planning, and coordination of the developmental program activities of inmates.

DUTIES PERFORMED:

- Supervise the daily case program activity of inmates through interdisciplinary staff that includes caseworkers, correctional counselors, correctional officers, and contract staff.
- Ensure the security of assigned units, wards and or facilities through established rules, regulations, and procedures.
- Oversee security inspections and practices; coordinate security services and investigations of violations.
- Direct the activities of units, evaluation of programs and recreational opportunities.
- Perform unit operational reviews; develop and monitor activity schedules.
- Prepare progress reports on offenders in contracted facilities and monitor contract compliance.
- Serve as member and/or chair of various committees and boards.
- Serve as liaison between residents, unit personnel, support services, penitentiary administration and contract staff.
- Develop standards of work performance for assigned staff; evaluate work performance; determine training requirements, and job assignments.
- Develop and monitor the inmate file system including security and confidentiality; supervise documentation of program achievement regarding work, treatment, education, etc.

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 and five years of work experience providing for the supervision and rehabilitation needs of offenders in a field of corrections, law enforcement, or social work setting that included supervision of staff.

Eff. Date: 10/93

Rev: 10/97 – Rewritten in current format

Rev: 10/98 – Updated minimum qualifications

Rev: 07/03 – Updated minimum qualifications
Rev: 04/08 – Updated scope of work and duties; reviewed factoring
Rev: 06/10 – Revised minimum qualifications
Rev: 07/12 – Conversion to Hay System