



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code: 5116

PENITENTIARY INDUSTRIES DIRECTOR

GRADE O

SCOPE OF WORK:

Work involves planning and directing the activities of Rough Rider Industries (RRI) within the Department of Corrections and Rehabilitation (DOCR). The industries are located at the North Dakota State Penitentiary (NDSP), the James River Correctional Center (JRCC), and the Missouri River Correctional Center (MRCC).

DUTIES PERFORMED:

- Establish procedures, policies, standards, goals and objectives of RRI programs; monitor and evaluate programs.
- Direct and manage staff and activities; select, train, and evaluate staff; ensure adequate staffing levels and assign work; manage work performance; and provide for employee professional development.
- Develop business, marketing, and production plans for RRI to create and develop enterprises to employ inmates; plan and implement inmate work programs.
- Develop and manage RRI budget; identify resources and forecast revenue, monitor and evaluate fiscal performance, determine policy for operational and capital expenditures, and review and approve standard financial reports.
- Oversee DOCR, Adult Services Commissary operations.
- Participate as a member of the DOCR management team; serve as acting warden as assigned.
- Consult with DOCR managers regarding safety, security, and other issues related to correctional industry operating plans; report and address incidents involving staff or inmates.
- Develop and maintain systems to exchange inmate performance data.
- Administer and enforce inmate disciplinary actions; respond to inmate grievances.
- Testify before legislative committees to educate and seek approval and support for correctional industries appropriations.
- Develop and maintain relationships with the Advisory Board, city and state businesses, civic and economic development groups, and customers.
- Represent the RRI to outside groups and the public; arrange tours of industry facilities; respond to media.
- Participate in regional and national associations concerned with correctional industry programs; monitor business and correctional trends, incorporate feasible programs.

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 business or public administration, marketing, or a closely related field and six years of professional level work experience in the management of human, fiscal, and materiel resources in an environment similar to manufacturing or industrial operations.

Eff. Date: 09/75

Rev: 06/78 – Changed min quals, revised class

Rev: 06/83 – Updated and grade review

Rev: 03/99 – Updated to new format

Rev: 12/05 – Updated class and grade level, added hazard points

Rev: 11/10 – Revised title, scope of work, duties, minimum qualifications, and factoring; increased pay grade.

Rev: 03/11 – Revised title, scope of work, duties, and factoring; decreased pay grade.

Rev: 07/12 – Conversion to Hay System