



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 5119

DEPUTY WARDEN
GRADE O

SCOPE OF WORK:

Work involves providing assistance to the Warden of the North Dakota State Penitentiary in planning, organizing, and directing administrative functions.

DUTIES PERFORMED:

- Oversee daily operations to ensure that the agency mission is carried out in accordance with established standards, goals, objectives, the ND Century Code, and the Code of Ethics.
- Provide direction and oversight to assigned administrative units in developing short and long-range plans.
- Organize, develop, and implement policies and procedures required to obtain and maintain accreditation with the American Correctional Association; coordinate law enforcement measures with other state, county, local, and federal law enforcement agencies.
- Responsible for supervision of staff maintaining and enforcing disciplinary, safety, security, and custodial measures for controlling inmates.
- Oversee the planning and organizing of the budget process for the units assigned; may oversee grant applications.
- Review staffing and equipment needs; make budget recommendations to the Warden.
- Review inmate classifications and unit management processes; recommend changes or modifications as necessary.
- Ensure inmate work, education, recreation, medical, and custody programs are designed and revised to meet the needs of the population.
- Review concerns of staff and inmates related to medical treatment, discipline, safety, security, and custodial measures provided by the institution.
- Oversee the Adjustment Committee that hears inmate disciplinary disputes.
- Conduct group and individual meetings with staff and inmates.
- Provide second-in-command coverage in Warden's absence and serve as Warden's representative in the community, statewide, and nationally.

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 seven years of work experience in providing for the supervision and rehabilitation needs of offenders in a field of corrections that included four years of staff supervision.

Eff. Date: 07/74

Rev: 03/95 – Updated to new format

Rev: 10/98 – Updated minimum qualifications

Rev: 01/02 – Updated duties and added hazard factor.

Rev: 07/03 - Changed minimum qualifications

Rev: 07/10 – Revised scope, duties, and minimum qualifications

Rev: 07/12 – Conversion to Hay System