



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 5120

WARDEN, STATE PENITENTIARY

GRADE R

SCOPE OF WORK:

Work involves planning and directing the programs, staff, and functions of the North Dakota State Penitentiary, a maximum security prison.

DUTIES PERFORMED:

- Direct and manage staff and plant facilities to ensure efficiency and maintain the safety and well being of staff and inmates by reviewing, enforcing, and maintaining disciplinary, safety, security, and custodial processes.
- Direct and evaluate inmate academic, vocational, therapeutic, industrial, recreational, cultural and religious programming.
- Formulate and implement rules, regulations, and policies for employees and inmates; enforce American Correctional Association standards for prison operation.
- Direct the work of all areas of the institution; supervise staff; ensure appropriate staffing levels; develop and implement work standards; implement employee performance management measures; provide for training of staff; promote staff development; and motivate employees.
- Direct the preparation, monitoring and control of the facility's budget including the accounting and safekeeping of inmate funds; review individual department spending, and prioritize budget requests for division staff, equipment, and repair requests.
- Ensure readiness of the Division's personnel to respond to emergency situations by directing mock drills, updating and revising emergency plans, and maintaining liaisons with emergency support agencies; participate as "commander" during actual emergencies.
- Participate in strategic planning; establish and monitor short and long term goals.
- Meet and consult with architects on capital projects for renovation and construction.
- Manage internal auditing, reporting, and evaluations of operating processes and programs.
- Maintain open communications with inmates; make decisions affecting inmates from incarceration to release, including inmate appeals, grievances, Interstate Compact Transfers, classifications, etc.
- Communicate with the press, general public, legislators, and professional groups concerning the purpose and programs of the penal systems; confer with the heads of other states' correctional institutions for the purpose of improving prison administration.

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 criminal justice, business or public administration, s behavioral science, or other closely related field, and six years of work experience directing staff working in correctional and rehabilitative programs designed for adult offenders in a community-based or prison setting.

Eff. Date: 10/74

Rev: 10/97 – Rewritten in current format

Rev: 10/98 – Updated minimum qualifications

Rev: 05/00 – Update factoring and add working condition points

Rev: 08/00 – Update factoring (request for reconsideration)

Rev: 08/03 – Updated minimum qualifications

Rev: 02/07 – Updated duties, scope of work, factor evaluation, and grade level

Rev: 06/10 – Revised to include NDSP only. Updated duties, scope of work, factor evaluation, and grade level.

Rev: 07/12 – Conversion to Hay System