



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 5140

DIRECTOR, TRANSITIONAL PLANNING

GRADE P

SCOPE OF WORK:

Work involves planning and directing the functions of Transitional Planning Services within the Department of Corrections and Rehabilitation (DOCR).

DUTIES PERFORMED:

- Establish procedures, policies, standards, goals and objectives of programs; assess program effectiveness in providing services for offenders transitioning from prison to community.
- Serve as the deputy clerk to the North Dakota Parole Board and provide administrative support to the North Dakota Pardon Advisory Board to include assuring compliance with laws, developing policies, and providing oversight of information and orders; sign warrants for parole arrests in accordance with laws and rules.
- Direct and manage staff and activities of transitional facilities; select, train and evaluate staff, ensure adequate staffing levels and assign work, manage work performance, provide for employee professional development.
- Develop Transitional Planning Services budget; monitor and manage fiscal resources.
- Manage all contract services and ensure compliance with contracts; negotiate partnerships with other agencies providing programming.
- Direct and oversee the establishment and implementation of the classification system including goals and objectives, policies and procedures, and placement for male inmates.
- Direct and oversee the activities of victim services.
- Oversee the services and operation of the transition from prison to community initiative.
- Serve as a DOCR liaison to other agencies, such as human services, the courts, and law enforcement.
- Represent the DOCR before public bodies, groups, and the general public; prepare and present legislative testimony on matters pertaining to transitional planning.

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

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business or public administration, criminal justice, behavioral or social science, or other closely related field and five years of work

experience in directing rehabilitative and/or correctional programs in the corrections field and which included supervision of staff.

Eff. Date: 11/10

Rev: 07/12 – Conversion to Hay System