



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 5145

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**WOMEN'S FACILITIES CONTRACT ADMINISTRATOR**  
**DEPARTMENT OF CORRECTIONS & REHABILITATION**

GRADE M

**SCOPE OF WORK:**

Work involves providing administrative oversight and direction to contract facilities housing female inmates under the jurisdiction of the Department of Corrections (DOCR) as well as responding to and investigating all inmate (male and female) grievances and appeals.

**DUTIES PERFORMED:**

- Monitor and coordinate delivery of programs and services for female inmates to ensure contract obligations are met by facilities; perform on-site monitoring of contract facilities; maintain contact with inmates as necessary..
- Develop, review, and update contract facilities policies, procedures, and practices as related to DOCR requirements.
- Monitor and direct inmate release planning.
- Develop and direct female inmate classification system, set custody levels, and designate contract facilities for inmates.
- Manage the inmate discipline process for facilities.
- Provide training and assistance to contract staff regarding computerized information system.
- Participate in development of inmate case plans.
- Participate in budget preparation and review, report budgetary concerns to DOCR Director, project future inmate needs and assess costs.
- Prepare required records and reports.
- Serve as department liaison to organizations and agencies.
- Investigate all DOCR inmate grievances and incident report appeals; provide recommendations to DOCR Director.
- Conduct administrative segregation reviews providing recommendations to DOCR Director regarding continued placement or release.

**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, criminal justice, behavioral science, or other closely related field, and five years of work experience in

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directing rehabilitative and/or correctional programs in the field of corrections and which included management of human and fiscal resources.

Eff. Date: 11/10

Rev: 07/12 – Conversion to Hay System