



TRANSITIONAL FACILITIES CONTRACT ADMINISTRATOR

DEPARTMENT OF CORRECTIONS & REHABILITATION

Grade M

SCOPE OF WORK:

Work involves managing and auditing transitional facilities housing male inmates under the jurisdiction of Department of Corrections and Rehabilitation (DOCR) to ensure contract and programming compliance, and includes supervision of offenders released from confinement.

DUTIES PERFORMED:

- Provide oversight for contracts, leases, and agreements with contracted transitional facilities and authorize payment upon audit compliance.
- Manage and approve offender placement and transfers throughout statewide transitional facilities; case plans and the disciplinary process.
- Develop audit tool and manage the audits of contracted transitional facilities for compliance with federal and state laws, contract and program requirements, physical plant standards, etc.
- Identify gaps in compliance and implement necessary changes and improvements.
- Conduct Prison Rape Elimination Act (PREA) and other investigations within transitional facilities and respond to complaints against contracted transitional facilities.
- Respond to emergency situations such as escapes from transitional facilities.
- Serve as Department representative to all transitional facilities regarding programming, compliance, contracts, etc.
- Ensure transitional facilities are approved for accreditation by American Corrections Association (ACA).
- Manage assigned programs in accordance with North Dakota Century Code.
- Supervise offenders to ensure compliance with parole, probation, or community placement agreements.
- Perform scheduled and unscheduled home visits.
- Conduct searches, with or without a warrant, of homes, vehicles, and possessions of criminal offenders to determine if they have dangerous, illegal or stolen goods, or for any other evidence that might indicate criminal behavior.
- Manage cases by means of direct contact with offenders; indirect contact through individuals who are acquainted with or have an impact on the offender's life; and the maintenance of records required by the Department of Corrections and Rehabilitation (DOCR).
- Maintain necessary certifications and licensures.

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 with a major in criminal justice, counseling, psychology, social work, sociology or a closely related field, and three years of professional-level work experience in a correctional, law enforcement, or social work setting with progressive increase in responsibilities and eligibility to be licensed as a peace officer in North Dakota.; or a master's degree in one of the fields listed and two years of professional-level work experience as described. Incumbent must be licensable as a ND Peace Officer under North Dakota Century Code Chapter 12-63 and shall attend the first available basic peace officer training program recognized by the ND Peace Officers and Training Board (POST Board) ensuring authorization to perform the peace officer duties of a Parole and Probation Officer in accordance with North Dakota Century Code Section 12-59-20.

Effective Date: 12/12

Rev: 2/15 – Revised title, scope of work, duties, and minimum qualifications .