

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS PLACEMENT RESOURCES REGIONAL SUPERVISOR

POSITION CODE: 09839

Effective: 2-1-15

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, coordinates the functions of multiple districts of the Placement Resources Program. Monitors the management of multiple cases. With the assistance of and through subordinate supervisors, organizes and controls the case management of released adult offenders including community placement, treatment, planned supervision and other resources; establishes monthly reporting requirements; collects data on the services provided; certifies compliance with contractual provisions; implements policy; assists with budgetary and contractual provisions; serves as a full line supervisor to district placement resources supervisors; travels as necessary to meet the operational goals of the department.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Organizes, controls, and evaluates the operation of the Placement Resources Program in multiple designated districts of the state for the agency; implements policy for the total management process of the program in the assigned districts; plans for the effective and efficient utilization of program resources and organizes the goals and objectives of the program; confers with management to resolve administrative issues; establishes priorities among assignments, establishes times of completion and quantity and quality of work products and services; monitors output in order to ensure adequate work flow; identifies and discusses program projects, problems and issues with management.
2. Assists and advises the district supervisors in the coordination of the placement of releasees into a community based treatment setting or residential placement; monitors case management staff work load.
3. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.
4. Establishes monthly reporting requirements and collects data on the services provided and the status of releasees; consults existing reports and other sources to gather data; conducts extensive and complex research or administrative studies of specific phases of division operations; identifies and evaluates the utilization of available community resources; works with individual district supervisors to integrate services within assigned geographic area through contacts with officials at all levels of government, private and volunteer agencies.

CORRECTIONS PLACEMENT RESOURCES REGIONAL SUPERVISOR (continued)

5. Monitors expenditures; certifies that all contractual special programs are monitored for quality of services; reviews procedures to ensure contractual provisions are adhered to and in accordance with agency requirements; evaluates contracts; recommends and develops new contracts.
6. Reviews, analyzes, and conducts audits of staff, contracted service vendors and others to ensure compliance with statutes, rules and regulations of the Placement Resources Program and the agency; verifies that each district supervisor is meeting the objectives and is in compliance with the priorities established for the program.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in corrections, criminal justice, law enforcement or closely related field.

Requires three years of progressively responsible administrative experience in corrections or public administration.

Knowledges, Skills and Abilities

Requires extensive knowledge of public and business administration, principles and practices.

Requires extensive knowledge of agency programs and service objectives, activities and operational systems.

Requires extensive knowledge of staff utilization and employee motivation.

Requires extensive knowledge of labor and employment development.

Requires extensive knowledge of agency policies and procedures.

Requires ability to develop and manage a supportive agency program.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

Requires ability to develop and maintain cooperative working relationships.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

Requires possession of a valid appropriate driver's license and ability to travel.