

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CORRECTIONS PROGRAM ADMINISTRATOR

POSITION CODE: 09849  
Effective: 2-1-15

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, serves as a staff assistant to the Chief of Programs & Support Services, develops and implements statewide operational policies, procedures and guidelines; serves as spokesperson for the Chief of Program and Support Services and the agency; evaluates efficiency and effectiveness of program policies and procedures; recommends new and revised methods for obtaining agency goals and objectives; coordinates and conducts research and compliance reviews, many of which are highly confidential and sensitive in nature; prepares reports on findings and drafts proposals, correspondence and narrative justifications for program processes; advises administrative staff and acts as liaison regarding program with government officials, public and private organizations; conducts briefings for staff and delivers references to staff regarding new or changing policies or guidelines; may require travel, as necessary, to meet the operational needs of the department.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a staff assistant to the Chief of Programs & Support Services, develops operational policies and procedures; plans and coordinates the schedule with respect to addressing operational policies and practices; prepares a variety of special reports on adequacy and efficiency of operations; develops, implements analyzes and evaluates research, analysis and training initiatives designed to enhance operational practice; develops statewide guidelines based on findings; establishes and maintains ongoing communications with administrative staff who work directly with the Office of Programs & Support Services to monitor program goals and objectives; drafts procedures, rules, and regulations.
2. Serves as spokesperson for the office and maintains effective public relations for the agency; exercising considerable authority within assigned areas of responsibility, and the general public; develops and maintains effective communications with executive, legislative, and judicial branches of government, other state agencies, or officials of other states or the federal government and private and public organizations; provides guidance and direction to administrative staff in this capacity; with delegated authority speaks for the Office of Programs & Support Services to commit to specific courses of action.
3. Prepares narratives and correspondence for special projects and proposals for program development and enhancement, many of which are highly confidential and sensitive, including labor relations issues involving grievances, discipline and lay-off plans; interacts with other administrative staff of all facilities and divisions in the agency to gather and evaluate information and develop courses of action.

4. Coordinates and monitors meetings and briefings involving programs and standards developed by the Office of Programs & Support Services, verifying that appropriate staff attend and receive reference materials or other documents deemed essential for staff to understand their full obligations.
5. Performs audit and follow-up functions on activities and procedures; assembles reports for the Office of Programs & Support Services on issues and status of projects requiring attention.
6. Represents the Chief and the agency at administrative and programmatic meetings and on various committees with the department and other state agencies and private agencies; monitors to ensure adherence to the Best Practice Standards and goals and objectives of the agency.
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 a public or private correctional organization.

##### 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 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.

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