

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS TRAINING PROGRAM SUPERVISOR

POSITION CODE: 09860

Effective: 2-1-15

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, plans, coordinates and directs the development and implementation of staff development and training programs for the Department of Corrections; schedules staff trainers in the Staff Development & Training Program; coordinates training conducted at the Training Academy and at other designated training sites; establishes annual goals and objectives; plans, develops and controls fiscal responsibilities of the unit; researches, analyzes and develops new training curriculum strategies and content; serves as full line supervisor; implements agency policies and procedures; travels as necessary to meet the operational needs of the program and the agency; maintains and enforces disciplinary, safety, security and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans and develops a corrections training program, including orientation, instructional methods, crisis intervention, supervisory effectiveness, incident command, hostage negotiations, and labor relations issues; plans controls and evaluates the activities of training for tactical and special operations response teams, canine unit, firearms training; coordinates the development of training program outlines and materials coupled with the evaluation of the effectiveness of multimedia training aids.
2. 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; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.
3. Schedules and assigns adjunct instructors in coordination with the efforts of other instructors and the operational needs of the Staff Development & Training Program; coordinates and verifies annual in-service corrections training for staff; monitors the overall work activities of program staff to ensure it is performed in a professional manner and is in conjunction with the approved curriculum; makes recommendations to supervisor to enhance current training and to develop new programs, methods or procedures.
4. Plans, organizes and evaluates the activities of designated training sites and program elements statewide including tracking and documenting program progress; monitors instructors for compliance with agency policies and procedures and site needs; develops, implements, and interprets the policies and procedures of the program area and agency; maintains and enforces disciplinary, safety, security and custodial measures; travels as necessary to meet the operational needs of the program.

CORRECTIONS TRAINING PROGRAM SUPERVISOR (Continued)

5. Provides administrative input to supervisor in planning, developing and controlling the budget of the particular program area; makes requests for equipment purchases; determines staffing procurement needs; prepares reports for supervisory review regarding unit expenditures and budget management.
6. Establishes and maintains ongoing relationships with officials from various state, federal, and local governments, as well as institutions of higher education to elicit grants and develop sources of funding for the program operations and curriculum design efforts; with delegated authority may act as spokesperson or liaison in the absence of the director of the division; addresses external requests for information and disseminated authorized information to media and the public.
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, preferably with coursework in corrections, law enforcement, criminal justice, education or related field.

Requires prior experience equivalent to one of the following:

- a) three years of progressively responsible supervisory experience in a correctional or law enforcement setting, or
- b) three years of progressively responsible staff development/training experience in a correctional or law enforcement setting, or
- c) three years of a combination of progressively responsible supervisory and staff development/training experience in a correctional or law enforcement setting.

Knowledges, Skills and Abilities

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

Requires thorough knowledge and understanding of individual and group attitudes, and general behavior of persons committed to a correctional facility or custody program.

Requires working knowledge of the principles of governmental accounting, program budgeting, personnel, statistics, and procurement.

Requires extensive knowledge of employee development training theories, methodologies and technology in a correctional or law enforcement setting.

Requires extensive knowledge of staff utilization and employee motivation.

Requires extensive knowledge of agency policies and procedures.

Requires thorough knowledge of in-service training and staff development practices related to correctional facilities.

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.

CORRECTIONS TRAINING PROGRAM SUPERVISOR (Continued)

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

Requires ability to maintain satisfactory working relationships with staff, other agencies, employees and the general public.

Requires ability to train and supervise employees.

Requires valid appropriate driver's license or the ability to travel.

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.