ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS UNIT SUPERINTENDENT

POSITION CODE: 09868
Effective: 2-1-15

DISTINGUISHING FEATURES OF WORK:

Under direction plans and administers programs and operations activities within a designated unit of a correctional facility; assists in formulation, implementation and interpretation of agency policies and procedures and the instructions of the Warden and Assistant Warden of a correctional facility; supervises the treatment and rehabilitation of residents; serves as full-line supervisor; maintains and enforces disciplinary, safety, security and custodial measures; as operational needs dictate, serves as shift supervisor on an assigned shift of a designated unit of a correctional facility; supervises all correctional officers, correctional sergeants, and correctional lieutenants in the unit on a shift; assigns officers to specific posts; as operational needs dictate, serves as in sole official in charge of all staff on a day or night shift; conducts periodic inspections to monitor observance of rules and regulations by inmates, correctional officers, correctional sergeants, and correctional lieutenants and other employees; travels as necessary to meet the operational needs of the agency.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as unit superintendent on a designated unit of a correctional facility; directs and maintains the orderly operation of the unit through enforcement of disciplinary, safety, security and custodial measures for the control of residents; coordinates living unit activities, work program and recreational activities or schedules; interprets and implements rules and policies for assigned unit; provides input and recommendations to management on existing policies and procedures and the development of new policies and procedures.

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.

CORRECTIONS UNIT SUPERINTENDENT (Continued)

3. As operational needs dictate, serves as supervisor of all correctional officers, correctional sergeants, and correctional lieutenants on a shift of a designated unit; receives, reviews and approves daily roster for shift assignments; assigns staff to posts of duty; makes rounds and ascertains that all correctional officers, correctional sergeants, and correctional lieutenants are on duty and properly attentive to their duties; conducts roll-call, communicates special problems experienced with inmates, emergency measures which need to be taken, operation or policy concerns and other relevant information experienced during the assigned shift on the designated unit; documents late arrival, early departure and absent staff; makes adjustments to daily roster; announces new assignments; completes roll call sign-in sheets with documentation and submits to appropriate party; monitors staff rotation ensuring team structure, staff development concerns, etc.

4. As a reception and classification unit superintendent, develops and implements policies and procedures concerning the screening of documents, identification, orientation and classification of all residents committed to the custody of the agency; certifies the legality of the commitments; reviews procedures to monitor compliance with legal mandates; coordinates writs; schedules the statewide transportation of residents, i.e., medical transportation, court proceedings, etc.

5. Serves as duty administrative officer responsible and accountable for the execution of policies and procedures in the management of the unit; provides administrative coverage after business hours and on weekends and holidays.

6. Conducts staff meetings to develop the professional and managerial skills of the unit staff and monitor whether agency goals and objectives are being met; interprets rules and policies to staff; participates in the facility budget process; prepares and submits budget reports and recommendations; monitors use of supplies and equipment required for unit staff and residents.

7. Instructs and counsels residents; conducts interviews with residents and their relatives or designated representatives in order to address concerns and requests referrals to sources which can provide assistance if needed; monitors case management functions, records maintenance, resident property control, laundering services, dietary services and the transit of parcels and post; assists the Warden and Assistant Warden in administering all phases of rehabilitation, education and custodial programs on the unit; makes recommendations on resident assignments, activities and disciplinary actions.

8. Conducts inspections of the facility programs and operations, including inspections of resident living quarters; conducts operational systems and equipment tests; submits reports outlining findings and recommendations including corrective actions, sanctions and penalties.

CORRECTIONS UNIT SUPERINTENDENT (Continued)

9. Prepares correspondence related to the programs and operations pertaining to designated unit and speaks to lay and professional groups regarding the programs and operations of the unit; travels as necessary to meet the operational needs of the unit, correctional center and agency.

10. 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 sociology, behavioral sciences, law enforcement, criminal justice or a related field.

Requires prior experience equivalent to three years of progressively responsible experience in a custody program or related correctional setting.

Knowledges, Skills and Abilities

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

Requires extensive knowledge of the principles and practices of penal administration and criminology.

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

Requires thorough knowledge of rules, regulations and requirements for the control of resident behavior.

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, implement 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 prepare reports of unusual happenings, accidents or violations of rules by employees and inmates

Requires ability to remain current on all institution rules and regulations.

Requires ability to develop and maintain cooperative working relationships.

Requires possession of an appropriate valid 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.