



## CORRECTIONAL UNIT MANAGER

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### **General Summary**

Administers, supervises, coordinates, trains and monitors a multidisciplinary staff team assigned to work in a New Mexico Corrections Department housing unit within an adult male correctional facility. Delivers quality programs and services to all inmates assigned to the housing unit. Ensures overall safety and security of assigned housing unit. Acts as institutional duty officer after hours and on weekends.

### **Correctional Unit Manager**

**Jobcode: PCGX40**

**Pay Band: CJ**

**FLSA Status: Exempt**

### ***Distinguishing Characteristics***

Unit Managers conduct daily rounds of assigned housing unit to identify security breaches, review inmate behavior logs to ensure compliance with policies, review inmate telephone logs, ensure compliance with post orders and perform other related duties.

### ***Recommended Education and Experience for Full Performance***

Bachelor's Degree in any field from an accredited college or university and ten (10) years of experience in corrections; three (3) years of which must have been supervisory or management.

### ***Minimum Qualifications***

Twelve (12) years of experience in corrections; three (3) years of which must be in supervisory or management.

- Three (3) years of experience in correctional case management and/or coordination of individual prisoner programs in a correctional facility will substitute for required supervisory/management experience.
- Experience in the areas of social work, guidance and counseling and/or law enforcement may substitute for up to four (4) years of required experience in corrections.
- A degree in any field from an accredited college or university may substitute for the required experience on a year for year basis.

### ***Essential Duties and Responsibilities\****

- Manages and supervises correctional and administrative staff assigned to the housing unit, to include assigning work, evaluating performance and initiating corrective action.
- Conducts daily rounds of assigned housing unit to identify security breaches, reviews inmate behavior logs to ensure compliance with policies, reviews inmate telephone logs, ensures compliance with post orders and performs other related duties.
- Reviews intake file audits and releases file audits to ensure proper calculations of good time and inmate release dates.
- Updates good time on inmates being released within six (6) months.
- Conducts unit management team meetings with correctional staff and classification officers in order to identify inmates engaging in negative and inappropriate behavior that pose a threat to the security of the facility.
- Conducts classification committees for inmate programming reviews or forfeiture of good time, reviews inmates for transfer of custody, classification rescoring through the Criminal Management Information System or similar related actions.

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**Bargaining Unit:** Not Represented

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**Statutory Requirements:** If a Statutory Requirement is associated with a position in this Manager Category, it will apply.

**Conditions of Employment:** N/A

**Working Conditions:** Willingness to work under potentially dangerous circumstances in a correctional facility; will be required to work odd hours, overtime, holidays and weekends. Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions,* and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Established:** 4/27/2016

**Revised:**

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*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*