



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### CORRECTIONAL PROGRAMS MANAGER

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Correctional Programs Manager	X33014	75	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### **Purpose of Position**

Provide primary oversight of the Classification Department, Inmate Records Section, Inmate Employment System, Criminal Management Information System, Joint Powers Agreement, Inmate Visitation and Recreation Department and the Programs Department budget. Coordinate and ensure that inmates participate in programming.

#### **Nature of Work**

Program Managers conduct team meetings that include representatives from Security, Classification, Recreation, Physical Plan and Behavioral Health concerning inmate management and resources issues. Coordinate the community volunteer program to provide programming to inmates.

#### **Distinguishing Characteristics**

*The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

- Responsible for the development and management of inmate programs.
- Provide management and supervision of staff assigned to the areas of Classification, Inmate Records, Visitation and Recreation in a Level II correctional facility.
- Hold committees and approve classification actions on assigned inmates.
- Conduct team meetings that include representatives from Security, Classification, Recreation, Physical Plan and Behavioral Health concerning inmate management and resources issues.
- Conduct minor level disciplinary hearings and participate in the process of minor inmate disciplinary reports including investigation and disposition.
- Review and ensure inmate files and documentation to ensure inmates are properly classified for placement in the unit.
- Tour and observe the practices of the Unit to evaluate inmate compliance with policies.
- Coordinate the community volunteer program to provide programming to inmates.
- Provide supervision and oversight of the inmate employment program.

#### **Minimum Qualifications:**

Bachelor's degree in any field from an accredited college or university and six (6) years of experience in corrections. Experience in the areas of social work, guidance and counseling,

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and/or law enforcement may substitute for up to three (3) years of the required experience in corrections. Four (4) additional years of experience in corrections may substitute for the required education.

### Knowledge and Skills

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### Knowledge

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

**Economics and Accounting** — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications. **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**Sales and Marketing** — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

**Production and Processing** — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Speaking** — Talking to others to convey information effectively.

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**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Coordination** — Adjusting actions in relation to others' actions.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

### Statutory Requirements:

**Conditions of Employment:** 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.

**Default FLSA Status:** Exempt.

**Bargaining Unit:** N/A

**Established:** 4/27/2012      **Revised:**

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*