

CORRECTIONAL DEPUTY WARDEN (MAXIMUM SECURITY)

General Summary

Responsible for the overall operations and safety/security of a prison unit within a large New Mexico Corrections Department adult correctional facility including after hour duty officer rounds to each unit and support service area on weekends and holidays.

<u>Correctional Deputy Warden (Maximum Security)</u> Jobcode: PCEX46 Pay Band: CK FLSA Status: Exempt

Distinguishing Characteristics

The Correctional Deputy Warden (Maximum Security) performs highly complex correctional administration work in a correctional facility. Work involves directing the execution of correctional policies, procedures, rules and regulations; managing a unit within a correctional facility; inspecting unit facilities and activities; overseeing the maintenance of building properties and equipment; and planning, assigning and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment

Recommended Education and Experience for Full Performance

Master's Degree in any field from an accredited college or university and ten (10) years of experience in corrections; five (5) years of which must have been supervisory or management.

Minimum Qualifications

Fourteen (14) years of experience in corrections; four (4) years of which must have been supervisory or management.

- 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*

- Directs operations regarding the control, security and administration of staff, offenders, equipment, permanent improvements and property of the correctional facility. Monitors staff and inmates to ensure compliance with policies, procedures, rules and regulations and enforces offender disciplinary rules.
- Plans and directs procedures and practices relating to the security of inmates. Responds to emergency situations and plans and directs the placement of staff in the event of riots, escapes and other emergencies.
- Oversees the preparation and documentation of work assignment, classification committee, rehabilitative records and reports on inmates.
- Plans, assigns and supervisors the work of others.

Bargaining Unit: Not Represented

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

Conditions of Employment: N/A

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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:

*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 (<u>www.spo.state.nm.us</u>) to ensure this represents the most current copy of the position.