



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

CORRECTIONAL REGION MANAGER

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Correctional Region Manager	X53012	85	

**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

Management and comprehensive oversight of various district offices within a region to ensure effective supervision of personnel and efficient operations in order to serve the offenders referred by the sentencing authority. Maintain oversight of budget, programs, recruitment and retention, training, disciplinary actions and special projects for NMCD and the Probation and Parole Division. Integrate collaborative efforts with law enforcement agencies for the safety of the community as a whole.

Nature of Work

Region Managers maintain oversight of contract providers and other entities who provide services to the District Offices to include GPS monitoring and tracking of equipment through billing, urinalysis billing, county jail billing, Value Options standard and community corrections treatment providers.

Distinguishing Characteristics

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

- Management and oversight of multiple district offices through Region encompassing assigned area to include primary management of district supervisors, hearing officers, transitional coordinator, STIU officers and secondary management of probation and parole officers and other administrative staff.
- Management and oversight of all disciplinary actions for the Region, including final disciplinary authority for all staff under the Region at all levels of discipline to include the investigative process.
- Management and oversight of assigned fiscal budget and inventory including but not limited to overtime, safety equipment, supplies, per diem and capital outlay equipment.
- Manage oversight of Memoranda of Understanding through federal, state and city organizations for the Region to meet budgetary requirements.
- Management and oversight of contract providers and other entities who provide services to the District Offices to include GPS monitoring and tracking of equipment through billing, urinalysis billing, county jail billing, Value Options standard and community corrections treatment providers.
- Management and oversight of offenders in standard supervision, community corrections, intensive supervision and drug court programs for the district offices. Conduct standard

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operational audits on the district offices to ensure compliance with ACA standards and policies and procedures.

Minimum Qualifications:

Bachelor's Degree in any field from an accredited college or university and eight (8) years of experience in corrections, of which five (5) years must have been in probation and parole and three (3) years 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 two (2) 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.

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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.

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 to ensure this represents the most current copy of the description.