

**CLASS TITLE: ADMINISTRATOR OF COMMUNITY
CONFINEMENT**

Class Code: 02568400

Pay Grade: 39A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration and operation of the community confinement program involving the daily planning, development, coordination, evaluation and supervision of furlough and home confinement services, as well as bail program services provided by the Department of Corrections; and to related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Assistant Director of Corrections (Policy and Development) with considerable latitude for the exercise of independent judgement; work is reviewed through consultation, observation and written reports, for conformance to policies, procedures and objectives.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of professional, technical, correctional and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administration and operation of the community confinement program involving the daily planning, development, coordination, evaluation and supervision of furlough and home confinement services, as well as bail program services provided by the Department of Corrections.

To be responsible for developing and maintaining a satisfactory liaison with various departmental correctional units, private agencies and community service providers with respect to community confinement programs and services.

To assist in the formulation of policies and procedures concerning the community confinement program.

To evaluate community confinement components and services as to their effectiveness and efficiency in attaining proposed objectives, as well as budget expenditures and to make recommendations regarding changes for improvement.

To assist in the development and preparation of the community confinement program's annual budget.

To coordinate the community confinement program with the state's judicial system relative to placement in the community, pretrial release and expedited case processing.

To be responsible for the development, establishment, promotion and maintenance of effective methods for screening, interviewing, investigating, as well as information retrieval and referrals within the community confinement program.

To prepare regular and special reports as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of practices and techniques of community confinement and the ability to apply such knowledge in the planning, development, coordination, evaluation and supervision of furlough and home confinement services, as well as bail program services; a thorough knowledge of the principles, practices, methods and techniques in correctional, custodial and rehabilitative work and departmental policy; a thorough knowledge of state and federal laws pertaining to community confinement programs; the ability to plan, coordinate, supervise and review the work of personnel within the community confinement program areas in attaining their

objectives and to recommend changes to make them more effective; the ability to establish and maintain effective relationships with superiors, associates, subordinates, judicial representatives, the community and other public and private agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree from a recognized institution of higher education in Criminology, Social Work, Psychology, Sociology, Education, or Public Administration;

Experience: Such as may have been gained through: employment in a responsible supervisory position involving the performance of social casework, rehabilitative or correctional functions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 7, 1990

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