

**CLASS TITLE:**

**ASSOCIATE DIRECTOR  
COMMUNITY CORRECTIONS**

**Class Code: 02568600**

**Pay Grade: 41A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for planning, developing, directing, coordinating, and administering a statewide program of community corrections programs including Adult Probation and Parole, Home Confinement, Reintegration Unit, Day Reporting Center, Day Fines, Pre-Trial/Bail Unit, Furlough, Work Release, and related programs; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general administrative direction with wide latitude for the exercise of initiative and independent judgement; work is reviewed upon completion through conferences and reports, to insure conformance with prescribed departmental standards.

**SUPERVISION EXERCISED:** Plans, direct, coordinates, supervises, and evaluates the activities of professional and support staff engaged in carrying out a program of community correctional services.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for planning, developing, directing, coordinating, and administering a state-wide program of community corrections programs including Adult Probation and Parole, Home Confinement, Reintegration Unit, Day Reporting Center, Day Fines, Pre-Trial/Bail Unit, Furlough, Work Release, and related programs.

To assist in the planning, dissemination, and implementation of state policies and procedures pertaining to community corrections programming.

To be responsible for coordinating the community corrections program with other public and private services in the state and assessing and reviewing the value of community programs in meeting the needs of the department and its confined population.

To be responsible for promoting, developing, and maintaining professional correctional and rehabilitative standards.

To establish and conduct a sound public information and relations program.

To participate in collective bargaining and contract negotiations leading to the adoption of contractual agreements as well as enforce the provisions of labor contracts, resolve grievances, training, discipline, etc. in accordance with the personnel rules.

To assist in the preparation of the budget.

To compile operational data, and prepare and present regular management reports with recommendations for specific action to be taken to insure the efficient and effective operation of community corrections programs.

To compile and assess statistical data relative to the operations of community corrections programs and use it to determine the strengths, weaknesses, and overall effectiveness of the operations.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques applied to the rehabilitation of the adult criminal offender; a thorough knowledge of penology, community correctional programming, and the criminal justice system; a thorough knowledge of the laws affecting the rehabilitation of the individual in the correctional system; thorough knowledge of the sociological, psychological, education and health issues affecting the criminal offender population; a thorough knowledge of the operations and protocols of community corrections facilities and

programming; a thorough knowledge of community service programming; a thorough knowledge of basic math and statistics applied to public program management; a thorough knowledge of the management and supervision of employees; familiarity with the public sector budgeting process; a thorough knowledge of the principles and practices of administration and the ability to apply such knowledge to a state-wide community corrections program; the ability to assess program goals; skill in preparing and presenting verbal and written communications; the ability to analyze and draw meaningful conclusions from quantifiable data; skill in preparing effective public information materials; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: Possession of a Master's Degree in Counseling, Psychology, Criminal Justice, Social Work, Public Administration, or Education from an accredited institution of higher education; and

Experience: Such as may have been gained through: employment in a position responsible for the management and direction of adult rehabilitative service programs in a public or private service organization;

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

Class Created: May 16, 1993

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