

**CLASS TITLE: POST MANAGER
(CORRECTIONS)**

Class Code: 02791300

Pay Grade: 630A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the management of posts, staffing, and overtime procedures and controls in the Department's of Corrections, and to ensure each facilities staffing needs are met in a safe, efficient and effective manner; and to do related work as required.

SUPERVISION RECEIVED: Works under general supervision of the Assistant Director of Institutions and Operations; work is reviewed through periodic consultation and regular reports.

SUPERVISION EXERCISED: Plans, directs and reviews the work of clerical employees.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To review posts and staffing in each of the Department's facilities and to recommend alternative posts or staffing patterns in order to meet all of the facilities safety and security needs in an efficient and effective manner.

To conduct regular reassessments of posts and staffing in each of the facilities to accommodate changes resulting from shifts in inmate populations, new programs, or similar occurrences.

To operate a data based management information system to keep up to date records on all personnel, posts, seniority, overtime, paid and unpaid leaves and other factors affecting employee availability.

To operate, troubleshoot and maintain a sick leave management program to identify sick leave patterns and potential abuse.

To meet with facility managers and administrators to review posts, orders and related issues.

To prepare regular reports with recommendations relative to critical staffing, post management, absenteeism, and related issues.

To operate and control centralized overtime call-in system.

To track daily and weekly overtime patterns.

To review and recommend changes to the system of processing and distributing overtime throughout the department.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the methods, principles and practices of correctional facility management; a thorough knowledge of the functions of custodial and service staff in a correctional facility; knowledge of data based MIS; knowledge of management reporting; the ability to work effectively work administrative personnel; the ability to supervise staff; the ability to read and comprehend complex information and data; the ability to update and troubleshoot a data based management system; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of an associate's degree from an accredited college or university in corrections, criminal justice, law enforcement, business management or a closely related field; and

Experience: Such as may have been gained through: Considerable employment in the field of corrections, with some experience as a manager of a correctional facility or similar custodial institution, including responsibility for staffing and a database MIS.

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

Class Created: December 13, 1992

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