

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Warden

SERIES NUMBER

6144

MAJOR AGENCIES

Rehabilitation & Correction Only

EFFECTIVE

04/08/2012

SERIES PURPOSE

The purpose of the warden occupation is to act as chief managing officer of an assigned adult correctional institution or complex.

Note: Due to the nature of positions within this classification, positions are in the unclassified service and serve at the pleasure of the appointing authority pursuant to ORC 124.11 (A) (9).

JOB TITLE

Warden

JOB CODE

61441

PAY GRADE

46

EFFECTIVE

04/08/2012

CLASS CONCEPT

The managerial level works under administrative direction and requires thorough knowledge of social science, business or public administration and supervisory principles and techniques or management in order to act as chief managing officer for all operational areas of assigned adult correctional institution or complex (e.g., safety and security, institutional environment, financial management, human capital management, healthcare and external awareness and public relations), supervise assigned supervisory and managerial personnel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Warden	61441	EX	04/08/2012	46

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Acts as chief managing officer for all areas of adult correctional institution or complex.
 - a. Develops and administers policies, procedures and rules of operation.
 - b. Interprets and implements directives and statutes issued by director of department.
 - c. Ensures institutional or complex operations compliance (e.g., reviews reports and conducts visual inspections) with applicable accreditation standards, security procedures, regulations and requirements.
 - d. Responsible for all operational areas.
 - i. Safety and Security.
 1. Monitors security operations of institution or complex to ensure safety of public, employees and inmates.
 2. Evaluates effectiveness of security, control and program initiatives.
 3. Monitors indicators of potential disturbances and takes appropriate action.
 4. Responds to disturbances, emergencies, and/or riots in the institution or complex.
 - ii. Institutional Environment.
 1. Ensures living environments for inmates and working conditions for employees are safe, healthy and humane.
 2. Oversees custodial requirements (e.g., security measures, housing, feeding, clothing, medical, religious).
 3. Monitors treatment programs (e.g., classification, recreational, educational, social service, work activities) for effectiveness and makes revisions to operating procedures as required.
 4. Ensures fair inmate grievance and discipline system are being implemented.
 - iii. Financial Management.
 1. Establishes goals and objectives for budget to abide with overall department goals and objectives.
 2. Ensures expenditures are within budgetary limits and in compliance with state regulations and purchasing procedures.
 3. Authorizes expenditures of money.
 4. Responsible for assets within institution or complex.
 5. Authorizes, monitors and controls overtime use of correctional officer staff.
 - iv. Human Capital Management.
 1. Ensures all employment actions (e.g., selection, retention, compensation, evaluation, discipline) comply with appropriate laws, regulations and policies.
 2. Makes final decision regarding personnel to be hired and removed.
 3. Ensures fair and impartial investigations of alleged employee misconduct.
 4. Maintains effective labor/management relationships.
 5. Maintains an effective line of communication with staff at all levels through meetings, briefings, and listening to staff concerns.
 - v. Healthcare.
 1. Ensures compliance with court decisions, rulings and decisions imposed by healthcare regulatory, oversight, or consultant entity recommendations (e.g., CIIC, ACA, Fussell, BOMS, BOMHS, Bureau of Recovery Services).
 2. Ensures constitutional healthcare is provided (e.g., access to care, timely and appropriate care).
 3. Confirms healthcare continuous quality improvement (CQI) processes are functional and effective.
 4. Ensures inmate population is knowledgeable about healthcare resources and systems available.
 - vi. External Awareness and Public Relations.
 1. Serves as the liaison with community stakeholders.
 2. Establishes and maintains cooperative relationships with other law enforcement agencies and community groups as designated by the Director.
 3. Promotes community understanding of issues relevant to Corrections and the institution or complex.
 4. Meets with community groups and makes other appearances when necessary.

2. Supervises assigned supervisory and managerial personnel.
3. Continues to develop professional skills, capabilities and competence through involvement in professional organizations, training seminars and opportunities with colleagues in corrections and related fields of practice and study.

MAJOR WORKER CHARACTERISTICS

Knowledge of social science or business or public administration; correctional security and other public safety methods and techniques; custody and security regulations, standards, procedures, methods and laws relating to criminal procedures in a correctional setting; continuous quality improvement processes; oral and written communication tools and techniques; employee development and training; supervisory principles and techniques; management; budgeting; workforce planning; public relations; applicable accreditation standards*; Ohio civil service laws, rules and procedures and collective bargaining agreements*; labor/employee relations; agency rules, regulations, policies and procedures applicable to adult correctional environments; state and federal laws governing adult correctional environments*.

Skill in critical thinking; complex problem solving; judgment and decision making; developing and interpreting policies and strategies; state/agency applications (e.g., DOTS, DOTS Portal, DRC Intra/Internet, OAKS)*.

Ability to analyze complex and security sensitive situations, deal with many variables and determine specific course of action; maintain control and composure during difficult and stressful situations; originate complex reports, position papers and operational policies and procedures; deal with complex problems requiring crisis intervention and resolution; maintain confidentiality of sensitive information; handle routine and sensitive inquiries from and contacts with criminal justice officials, employees, inmates, inmates' relatives and general public; express ideas clearly and concisely, both orally and in writing; prepare and deliver speeches before specialized audiences and general public; establish good rapport with inmates, inmates' relatives and friendly atmosphere as chief managing officer.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of graduate core coursework in social science or business or public administration; 4 yrs. trg. or 4 yrs. exp. in supervisory principles & techniques or management; 12 mos. trg. or 12 mos. exp. in budgeting; 12 mos. trg. or 12 mos. exp. in labor relations.

-Or completion of undergraduate core coursework in social science or business or public administration; 5 yrs. trg. or 5 yrs. exp. in supervisory principles & techniques or management; 12 mos. trg. or 12 mos. exp. in budgeting; 12 mos. trg. or 12 mos. exp. in labor relations.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable,

UNUSUAL WORKING CONDITIONS

Potential for injury or illness from inmates; may be exposed to unpredictable behavior of inmates and communicable diseases; may be required to travel; may be assigned to work rotating shifts and be on 24 hour call, including weekends & holidays.