The purpose of the corrections security administrator occupation is to manage, develop, & implement security operations, policies, & procedures in all adult correctional facilities &/or juvenile facilities within assigned region (i.e., north region or south region) of the state or all Department of Youth Services (DYS) facilities.

The managerial level class works under administrative direction & requires considerable knowledge of criminal justice or public administration & rules & regulations governing institutional/facility security operations in order to manage, develop, & implement security operations, policies, & procedures in all adult correctional facilities &/or juvenile facilities within assigned region (i.e., north region or south region) of the state or all DYS facilities.
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.)

Manages, develops, & implements security operations, policies, & procedures in all adult correctional facilities &/or juvenile facilities within assigned region (i.e., north region or south region) of the state or all DYS facilities; conducts security operations audits pursuant to applicable audit guidelines & standards at assigned institutions/facilities, serves as initial on-site responder for regional directors &/or deputy director to critical incident situations at assigned institutions/facilities to determine & analyze possible security breakdowns; conducts scheduled & unscheduled on-site security inspections at each institution/facility to review, update, & evaluate all aspects of institutional/facility security operations & makes recommendations for changes; formulates & updates policies & procedures with regard to departmental security operations & maintains uniformity throughout department & assists in planning, implementing, & evaluating institutional/facility critical incident management (CIM) scenarios & operation clear outs.

Serves as liaison with institutional/facility staff, security threat group (STG) coordinators office, chief inspectors office, & related agency offices concerning matters of institutional/facility disruptive gang activity & other security related issues; conducts formal & informal investigations as assigned by regional directors, superintendents, &/or deputy director; assists in development & delivery of employee in-service training on agency security policies & CIM; serves as director’s designee in mandated 90 day review hearings for administrative control inmates; serves on other committees as assigned by agency director, assistant director, regional directors, &/or deputy director; schedules & conducts quarterly meetings for deputy wardens/correctional institution deputy superintendent of operations & majors; serves as designee during absence of regional director &/or deputy director; operates motorized vehicle (i.e., equipped with sophisticated communication equipment) to travel from one location to another location within assigned region of state & remains accessible should an emergency situation (e.g., security breakdown) arise.

Develops, implements, & updates agency manuals (e.g., security manual; training manual; resource guide); reviews & evaluates security equipment & approves such equipment for purchase; screens & rates employment applications & conducts interviews with applicants (i.e., at both institutional/facility & central office level); formulates correspondence & responds to inquiries from departmental officials, representatives from other correctional agencies & jurisdictions, vendors, general public, & inmates/juveniles; approves & authorizes issuance of identification badges for central office & adult parole authority/parole region personnel; operates office equipment (e.g., personal computer), cameras (e.g., video; still), & 2-way radio.

MAJOR WORKER CHARACTERISTICS
Knowledge of criminal justice or public administration or related field of study (e.g., criminology; psychology; business administration); rules & regulations governing security operations in adult/juvenile correctional facilities; security methods for detention of inmates/youth in adult/juvenile correctional facility; budgeting; public relations. Skill in operation of personal computer; video camera; still camera; 2-way radio. Ability to define problems, collect data, establish facts, & draw valid conclusions; formulate policies & procedures; write agency manuals; gather, collate, & classify information about data, people, or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT
Completion of undergraduate core program in criminal justice or public administration or related field of study (e.g., criminology; psychology; business administration); 36 mos. exp. in managerial or administrative position in penal system; valid driver’s license.

-Or 36 mos. exp. as Correction Major, 46537; valid driver’s license.

-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
May be exposed to hostile/violent & unpredictable behavior of adult/juveniles; requires travel.