

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

Correctional Institution Deputy Superintendent

SERIES NUMBER.:

6143

MAJOR AGENCIES:

Rehabilitation & Correction & Youth Services only

EFFECTIVE:

12/27/2015

SERIES PURPOSE:

The purpose of the correctional institution deputy superintendent occupation is to plan & administer the indirect, direct or program services institution-wide for an assigned juvenile correctional facility; or to plan & administer all administrative functions, or all operations related to security, recreation & unit management, or all special services & rehabilitative programming activities in an assigned adult correctional facility.

In assigned juvenile correctional facility incumbents plan & administer the direct, indirect or program services. In the Department of Rehabilitation & Correction, incumbents act as deputy warden for assigned facility & plan & administer all activities related to the administration, operations, or special services & rehabilitative programming.

JOB TITLE

Correctional Institution Deputy Superintendent

JOB CODE

61431

PAY GRADE

14

EFFECTIVE

12/27/2015

CLASS CONCEPT:

The management level class works under administrative direction & requires considerable knowledge of public or business administration, social or behavioral science, criminal justice or law enforcement & rules & regulations governing custody care & rehabilitative programming of adult or juvenile offenders in order to plan & administer all direct services (e.g., unit management, education, recreation, security, intake, transportation, religious services, records, medical services, social service, duty office), or all indirect services (e.g., fiscal, human resources, food service, laundry, housekeeping, maintenance, communications, security, powerhouse, payroll, storeroom, training), or all program services (e.g., psychological, mental health, suicide prevention, crisis intervention, victimization, violence prevention, anger management, normative culture, substance abuse, training, sex offending) in large juvenile correctional facility & in addition to one of preceding options, supervise assigned staff; or act as deputy warden & plan & administer all administrative operations (e.g., business office, food service, maintenance, laundry, cashier's office, storeroom, garage, quarter master, commissary, power plant & farm) with emphasis on budget planning & control of expenditures, or all institution operations (e.g., security, recreation & unit management), or all special services & rehabilitative programming activities (e.g., medical & dental services, mental health, education, recreation, substance abuse & religious services) in assigned adult correctional facility & in addition to one of preceding options, supervise assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correctional Institution Deputy Superintendent	61431	EX	12/27/2015	14

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.)

In Ohio Department of Youth Services only, plans & administers all direct or indirect or program services (i.e., as defined in Class Concept) in large juvenile correctional facility & supervises assigned staff;

OR

in Ohio Department of Rehabilitation & Correction, acts as deputy warden & plans & administers all administrative operations, or all institution operations or all special services & rehabilitative programming activities (i.e., as defined in Class Concept) in assigned adult correctional facility & supervises assigned staff.

Oversees preparation of budget & monitors spending for assigned operations; directs preparation of & prepares & maintains required reports, correspondence & records; formulates/assists in developing policies & procedures for assigned operations & assists in developing institution-wide policies & procedures; establishes goals & objectives; conducts research &/or investigations; develops & evaluates assessment tools; coordinates activities with other institutional operations &/or other agencies.

Attends, participates in &/or chairs meetings; updates personnel; acts as duty officer or pre-disciplinary hearing officer; serves on statewide committees; coordinates/conducts staff training; represents institution in contacts with public, other governmental & private officials & media; acts in absence of superintendent/warden.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business or public administration; social or behavioral science; criminal justice or law enforcement; labor relations; rules & regulations governing custody, care & rehabilitative services for adult or juvenile offenders; budgeting; supervisory principles & techniques; employee relations; employee training & development*. Skill in use of personal computer/video display terminal*. Ability to deal with large number of variables & take specific action; formulate policies & procedures; prepare & maintain correspondence, reports & records; handle contacts with government & private officials, public & media.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Positions in Department of Youth Services require completion of graduate core program in business or public administration, behavioral or social science (e.g., social work, psychology, criminal justice, criminology) or law enforcement; 2 yrs. exp. in supervisory, managerial or administrative position or in program management or program development; 18 mos. trg. or 18 mos. exp. in budgeting; 3 courses or 9 mos. trg. or 9 mos. exp. in labor relations/employee relations.

-Or positions in Department of Youth Services require completion of undergraduate core program in business or public administration, behavioral or social science (e.g., social work, psychology, criminal justice, criminology) or law enforcement; 3 yrs. exp. in supervisory, managerial or administrative position or in program management or program development; 18 mos. trg. or 18 mos. exp. in budgeting; 3 courses or 9 mos. trg. or 9 mos. exp. in labor relations/employee relations.

-Or positions in Department of Rehabilitation & Correction require 3 yrs. exp. in criminal justice field; 2 yrs. exp. in supervisory, managerial or administrative position or in program management or program development; 18 mos. trg. or 18 mos. exp. in budgeting; 3 courses or 9 mos. trg. or exp. in labor relations/employee 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:

May be exposed to hostile/violent & unpredictable behavior of juvenile or adult offenders; may require travel; may be on 24-hour call.