

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDOC - Facility
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facility Administration
4. Civil Service Position Code Description Assistant Deputy Warden-3	10. Division
5. Working Title (What the agency calls the position) Assistant Deputy Warden (ADW)	11. Section Custody, Housing & Programs
6. Name and Position Code Description of Direct Supervisor ; STATE DEPUTY WARDEN-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; SENIOR EXECUTIVE WARDEN 17	13. Work Location (City and Address)/Hours of Work Correctional Facility / Various Hours / 80

14. General Summary of Function/Purpose of Position

The Assistant Deputy Warden assists in the administration of housing, custody, and/or program areas in the operation of the correctional facility. This includes providing for the care and responding to the needs of the prisoner population, as well as directing the activities of the Housing Staff, Custody Staff and/or Programs staff by setting goals, giving direction, and providing feedback. The interdepartmental responsibilities of Programs, Housing and Custody create a need for supervisory and managerial hands-on attention to operations.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 25

Ensure compliance with and participate in the development and updating of institutional procedures, Departmental policies, rules for all areas of the facility, regulations, emergency control, disaster/fire/safety standards.

Individual tasks related to the duty:

- Ensure that staff are properly trained and held responsible for the implementation of Departmental Policy and Procedures related to emergency control sanitation, fire safety, PREA and disaster management, performance and OAG Audits, and any other policy, procedure, administrative rule or standard that pertains to Housing, Custody and Programs.
- Initiate corrective action to staff as required.
- Address and correct performance short falls of staff as they occur, ensuring proper training is available.
- Report potential work rule violations through the chain of command.
- Address and/or investigates possible rule violations as directed by Warden or designee.

Duty 2

General Summary:

Percentage: 20

Responsible for management of staff on all shifts depending on assigned coverage of Housing, Custody and/or Programs areas. Monitor Programs, Housing and Custody operations, functions and activities.

Individual tasks related to the duty:

- Ensure staff are aware of our Discriminatory Harassment policy and procedure and that staff focus on maintaining a workplace free from harassment.
- Monitor and approve prisoner transfers to other facilities and resolve intra-institutional prisoner placement problems.
- Inspect housing units, other custody assignments and program assignments to ensure policy and rule compliance, which include review of all shifts.
- Analyze information to determine the morale of prisoner population and of the facility staff.
- Review inspection reports from Fire/Safety, Sanitation, Auditor General Reports, Occupational Safety, and follow up to ensure deficiencies are appropriately addressed.

Duty 3

General Summary:

Percentage: 20

Manage needs of the prisoners and respond to the inquiries and concerns of their families, visitors, and outside agencies; provide prisoners with opportunities to make personal changes as the Department focuses on Offender Success; monitor staff/prisoner interactions and prisoner CORE Programming.

Individual tasks related to the duty:

- Assess and evaluate requests regarding special needs and personal problems of prisoners. Conduct individual interviews, as needed. Responsible for ensuring service of court documents, service/hearing of Notice of Intent,

reviewing and responding to prisoner grievances, ensure prisoners' family receives responses permitted within confidentiality guidelines.

- Direct staff in their work.
- Oversee staff/prisoner relations in all areas of the facility.
- Monitor work of all staff through subordinates.
- Responsible for reviewing and responding to prisoner complaints/issues and all other correspondence from prisoners and staff.
- Develop, modify, and implement operational procedures to ensure continual consistency with Department of Corrections' policy changes and judicial changes.
- Resolve individual prisoner placement problems due to management/behavioral situations and medical concerns and prisoner personal crises.
- Continually monitor and review new policy and procedure and evaluate applicability to institutional operations.
- Review and critique critical incidents occurring at the institution and make operational changes accordingly.
- Maintain thorough understanding of all applicable policy and procedure.
- Ensure applicable post orders are revised annually and updated, as necessary.

Duty 4

General Summary:

Percentage: 15

Charged with the responsibility of maintaining secure, safe, and clean areas within the facility.

Individual tasks related to the duty:

- Conduct rounds and inspections in all areas of the facility in an effort to maintain cleanliness and security. Complete security inspections, fire safety inspections, and sanitation inspections on a regular basis. Seek to implement and maintain applicable audit standards.
- Attend meetings with Deputy Warden and Warden to address continuing changes and directions of the Department.
- Facilitate communication with the prisoner body by attending prisoner representative and prisoner benefit meetings with the interest of resolving prisoner concerns.
- Conduct monthly staff meetings with direct reports and those staff deemed appropriate.
- Conduct annual staff performance evaluations on all direct reports.

Duty 5

General Summary:

Percentage: 10

Serve as a member of the Security Classification Committee (SCC) that determines the proper placement and security for all prisoners at this facility.

Individual tasks related to the duty:

- As a SCC member, responsible for determining appropriate placement in the facility, or arranging for transfer to another facility of appropriate security level.
- Responsible for verifying and approving prisoner details and call-outs, approving or disapproving internal prisoner cell moves, and conducting daily security inspections.

Duty 6**General Summary:****Percentage: 5**

Conduct and attend staff meetings, as well as write monthly reports by reviewing and assessing Resident Unit Manager monthly reports, Custody monthly reports, or Program monthly reports.

Individual tasks related to the duty:

- Attend Deputy Warden meetings, Executive Staff meetings, Warden's Forum meetings, Housing Staff meetings, Diversity Committee meetings, and Disciplinary Conferences. Attend meetings in other areas when appropriate.
- Prepare a monthly report to the Deputy Warden. Include relevant material from the reports submitted by the work unit as well as information requested by the Deputy or which should be brought to the attention of the Deputy.

Duty 7**General Summary:****Percentage: 5**

Assume duties and responsibilities of the Deputy Warden in their absence. Perform all other duties and activities as designated and assigned by the Deputy Warden.

Individual tasks related to the duty:

- Review and sign all documents relative to the Deputy's position, monitor all programming and institutional prisoner movement within the facility, and work very closely with the Warden and other Administrative Staff when assessing issues and making institutional decisions on a daily basis.
- Review and sign all documents processed through the Deputy's Office. Work closely with the Warden and other Administrative staff to develop ways to improve the agency and its employees and to make appropriate decisions regarding facility operations and community relationships.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Staff scheduling and leave approval. Review/approve subordinate responses to grievances. Approve cell assignments and prisoner security classifications. All decisions that are outlined by the Civil Service job specification, Departmental Policy and Procedure, Director's Office Memoranda, Administrative Rules and Performance Audits. Also, execute those tasks assigned by the Deputy Warden; this includes monitoring staff complement.

17. Describe the types of decisions that require the supervisor's review.

When there is no policy, procedure, rule, or law for guidance. When grievance responses are developed. When clarification or interpretation of an existing guideline is needed.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Sit, stand, walk, climb stairs, carry documents/files. Heat, cold, noise, dust, chemical sprays, smoke. This position is located within the security perimeter and as others, has responsibility for supervision of prisoners. This position has a regular, re-occurring, face-to-face contact with prisoners a very high percentage of the time – certainly more than 50%. This assignment also requires serving as a member of the Security Classification Committee and results in verbal and/or physical confrontation with prisoners.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

It is expected to supervise a combination of Resident Unit Managers, Correction Program Coordinators, Corrections Resident Reps, Corrections Security Inspector and Corrections Shift Supervisors 12/13.

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|-------------------------------------|------------------------------------|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Complete and sign service ratings. | <input checked="" type="checkbox"/> | Assign work. |
| <input checked="" type="checkbox"/> | Provide formal written counseling. | <input checked="" type="checkbox"/> | Approve work. |
| <input checked="" type="checkbox"/> | Approve leave requests. | <input checked="" type="checkbox"/> | Review work. |
| <input checked="" type="checkbox"/> | Approve time and attendance. | <input checked="" type="checkbox"/> | Provide guidance on work methods. |
| <input checked="" type="checkbox"/> | Orally reprimand. | <input checked="" type="checkbox"/> | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The position is the Assistant Deputy Warden. The duties include providing counseling and supervision for prisoners, assisting in the overall Program, Custody and Housing of the facility, and directing and challenging staff to provide a work environment that stimulates new ways of reaching goals, promotes individuality and fosters teamwork. This must be accomplished while providing supervision for the safety and welfare of all prisoners and staff involved in the facility as well as the outside public.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

N/A

25. What is the function of the work area and how does this position fit into that function?

Perform the duties of an Assistant Deputy Warden while carrying out all the necessary duties for the care and safety of prisoners in the housing units. This includes security, safety, meaningful programs, and the overall efficient and orderly operation of this facility. It also includes providing for supervision of staff.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Assistant Deputy Warden 14

Four years of professional experience providing services in an adult state corrections setting, including two years equivalent to the P11 level; four years equivalent to an Assistant Resident Unit Supervisor 11; or, two years as a Corrections Shift Supervisor 13 or Corrections Security Inspector 13.

Alternate Education and Experience

Assistant Deputy Warden 14

Education level typically acquired through completion of high school and three years of experience equivalent to a Corrections Shift Supervisor 13 or Corrections Security Inspector 13 may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the laws, rules, and regulations pertaining to the Department of Corrections; knowledge of the principles and methods of prison administration; knowledge of employee policies and procedures; knowledge of training and supervisory techniques; knowledge of techniques of counseling and providing treatment and rehabilitation programs.

Ability to make prompt decisions and interpretations in the absence of established procedures; ability to instruct, direct, and evaluate employees; ability to think and act quickly in emergencies; ability to issue and enforce rules and regulations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date