



Warden I

Salary Group: B26

Class Code: 4551

| <u>CLASS TITLE</u> | <u>CLASS CODE</u> | <u>SALARY GROUP</u> | <u>SALARY RANGE</u> |
|--------------------|-------------------|---------------------|-----------------------------|
| ASSISTANT WARDEN | 4550 | B24 | \$59,004 - \$96,720 |
| WARDEN I | 4551 | B26 | \$69,415 - \$117,397 |
| WARDEN II | 4552 | B27 | \$76,356 - \$129,137 |

GENERAL DESCRIPTION

Performs advanced and/or managerial (senior-level) correctional and criminal justice administration work in a correctional facility. Work involves managing and overseeing correctional facilities; administering policies and procedures; and directing security, housing, and facility operations. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Directs the overall operations at a state correctional facility, including the control and security of offenders; the administration and management of correctional staff; and the maintenance of equipment, property, and buildings.

Directs facility operations and labor force placement of facility agriculture, offender treatment, building maintenance, construction, and industrial programs; and coordinates facility activities with other facilities, departments, and agencies.

Directs staff assignments and placements in the event of riots, escapes, and other emergencies.

Oversees the preparation, documentation, and reporting of offender work assignments and rehabilitation.

Oversees and reviews inspections of living accommodations for offenders to ensure proper sanitation and safety; and recommends improvements when necessary.

Oversees the establishment and maintenance of custody, security, and control measures at a state correctional facility.

Oversees the overall maintenance of buildings and permanent improvements of the facility; and approves requisitions, inventory, and issuance of supplies, materials, and equipment.

Administers procedures and practices relating to the security of offenders; and ensures that policies, procedures, rules, and regulations are enforced.

Implements and evaluates policies and procedures related to housing, treatment, custody, and/or security programs for offenders.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in correctional criminal justice and/or law enforcement work. Graduation from an accredited four-year college or university with major coursework in criminal justice or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the overall operation of correctional facilities; of state and federal laws, rules, regulations, and statutes; of correctional methods, techniques, practices, and procedures; and of agency and departmental organizational structure, policies, procedures, rules, and regulations.

Skill in administrative problem-solving techniques and in the use of a computer and applicable software.

Ability to prepare and maintain accurate records, files, and reports; to make decisions taking into consideration the health and safety of involved parties; to communicate effectively; and to supervise the work of others.