

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Correctional Security Director

Definition

Manages an incarcerated individual security program in an adult correctional institution; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Formulates security policies and regulations; issues operational memos/directives and assists with formulation of in-service training programs; makes recommendations to the parole board.

Directs/coordinates the movements, housing, counts, and discipline of incarcerated individuals; interviews incarcerated individuals and conducts investigations, hearings, and reviews; serves as member of classification, diagnostic, and adjustment committees.

Makes periodic inspection of entire facility and observes the operations of various departments; checks for compliance with safety and sanitation rules/regulations.

Maintains various administrative records/reports and compiles/analyzes data regarding incarcerated individual placement and movement inside/outside of the institution.

Attends staff conferences and professional seminars.

Competencies Required

Knowledge:

- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Psychology – Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

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- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
 - Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
 - Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.
 - Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Abilities:

- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Speaking – Talking to others to convey information effectively.
- Coordination – Adjusting actions in relation to others' actions.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Eight years of full-time work experience in a juvenile or adult community/institutional corrections or jail security program, three of which were in a supervisory or managerial capacity.
- 2) All of the following (a and b):
 - a. Three years of full-time work experience in a juvenile or adult community/institutional corrections or jail security program, all of which were in a supervisory or managerial capacity; and
 - b. A total of five years of education and/or full-time experience, where twenty-four semester hours of accredited graduate-level college or university course work equals one year of full-time experience in a juvenile or adult community/institutional corrections or jail security program.
- 3) Current, continuous experience in the state executive branch that includes twelve months of full-time work as a Treatment Services Director or Correctional Security Manager, or three years of full-time work as a Correctional Supervisor.

Notes

Some positions in this class may require an applicant to have the ability to pass a background investigation.

Effective date: 10/19 KF