

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

## Correctional Security Manager

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### Definition

Assists the program director with management of a security program for incarcerated individuals 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.

Establishes and maintains shift assignments, post assignments, and vacation schedules for uniformed correctional officer personnel; maintains time and attendance records and prepares payroll data for uniformed personnel.

Participates as a member of the classification, adjustment, and disciplinary committees and assists with investigations of infractions of institutional rules.

Conducts periodic inspections of institutional facilities; checks safety/sanitation, evaluates performance of incarcerated individuals assigned to these areas and interviews incarcerated individuals regarding work assignments.

Interviews applicants for correctional officer positions and conducts orientation sessions for new employees; counsels/advises subordinate officers on problems and prepares employee performance evaluation reports.

Attends staff conferences and committee meetings; compiles data and writes and reviews reports; maintains various administrative records as required.

### 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.

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- 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.
  - 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) Two years of full-time work experience as a supervisor in a juvenile or adult community/institutional corrections or jail security program
- 2) Current, continuous experience in the state executive branch that includes two 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: 01/19 SA*