

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

## Correctional Supervisor

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### Definition

Supervises correctional officers and senior correctional officers on a shift within 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.

Inspects subordinates as they report for duty and takes roll call; conducts security/safety inspections of all buildings/grounds, makes periodic contact with various security posts within the institution, and maintains count sheets.

Oversees the maintenance of cell houses/living units and requests replacement items as necessary.

Investigates misconduct reports; interviews incarcerated individuals involved and makes recommendations to the appropriate committee for disposition; may serve as a member of the institutional adjustment or disciplinary committee.

Conducts orientation and in-service training sessions for subordinates and assists them with any problems they may encounter; attends staff conferences and committee meetings.

Conducts and documents administrative investigations into allegations of employee misconduct.

Prepares and maintains a variety of records and reports.

Directs correctional officers in searches of incarcerated individuals, yards, incoming and outgoing vehicles, cell houses, living unit, merchandise, and supplies for the presence of contraband.

Supervises officers assigned to the Canine Unit and travels to all correctional facilities to participate in unit activities.

Observes, evaluates, and reports incarcerated individual behavior to treatment team, security director, and/or counselor; participates in the coordination of the institutional treatment function and monitors behavior in accordance with treatment team and counselor recommendations; counsels/advises incarcerated individuals either individually or in a group and oversees/participates in group therapy sessions.

Oversees the admittance, fingerprinting, and processing of incarcerated individuals; patrols yards, grounds, and buildings and oversees/assists subordinates in quelling disturbances and altercations.

Directs the collection/distribution of books, laundry, and mail in cell houses/living units.

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## 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.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- 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.
- 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.
- 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.

### 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.
- 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.
- 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.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Near Vision – See details at close range (within a few feet of the observer).

### 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.

- Coordination – Adjusting actions in relation to others' actions.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- 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.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.
- 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) Three years of full-time work experience in correctional or law enforcement officer work, one year of which must have been as a correctional officer in a juvenile or adult community/ institutional corrections or jail security program.
- 2) All of the following (a and b):
  - a. One year of full-time work experience in correctional or law enforcement officer work; and
  - b. A combination of a total of two years of education and full-time experience (as described in number one), where thirty semester hours of accredited college or university course work in penology, police science, psychology, sociology, or social work equals one year of full-time experience.
- 3) Eighteen months of full-time work experience as a counselor of incarcerated individuals in a community/ institutional corrections or jail security program.
- 4) A combination of a total of eighteen months of education and full-time experience (as described in number three), where thirty semester hours of accredited college or university course work in penology, police science, psychology, sociology, or social work equals one year of full-time experience.

- 5) Current, continuous experience in the state executive branch that includes any of the following:
  - a. Six months of full-time work as a Senior Correctional Officer;
  - b. One year of full-time work as a Correctional Counselor or State Industries Technician; or
  - c. Two-and-a-half years of full time work as a Correctional Officer or Correctional Food Service Coordinator.

**Notes**

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

*Effective date: 12/18 SA*