

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

Deputy Superintendent

Definition

Performs advanced level administrative and supervisory work directing/coordinating security, treatment, personnel, and administrative support activities in a state correctional institution operated by the Iowa Department of Corrections and/or institution operated by the Iowa Department of Human Services; 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.

Assumes administrative/supervisory responsibility for the institution in the absence of the institutional warden or superintendent.

Acts as the institutional liaison with legal, educational, law enforcement, healthcare and other agencies and represents the institution at professional and departmental meetings and conferences.

Meets/confers with institutional, divisional, and departmental treatment, medical, security and other staff concerning program and treatment development and delivery, and potential security problem issues, and other operational issues.

Assures that client/offender rights are protected.

Analyzes data on personnel, residents/incarcerated individuals, programs, facilities and draws conclusions/makes change recommendations; develops and revises institution programs, policies and procedures.

Participates in the planning, preparation and review of the institutional budget.

Participates as a member of various committees such as safety committee, or an institutional adjustment committee that reviews/renders decisions regarding offender disciplinary appeals.

Investigates, reviews, and recommends resolution of employee complaints and grievances.

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.
- Personnel and Human Resources - Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations, and negotiation.

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- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
 - 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.

Abilities:

- Administration – Plan, organize, control, and effectively direct the work of assigned staff.
- 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.

Skills:

- 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.
- 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.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Minimum Qualification Requirements

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

- 1) Graduation from an accredited four-year college or university, and experience equal to five years of full-time work in the management of a correctional, mental health, intellectual disability or juvenile correctional or training facility.
- 2) Five years of full-time work experience as a Correctional Treatment Director, Correctional Security Director, or other equivalent management position in the Iowa Department of Corrections or Iowa Judicial District Departments of Correctional Services.
- 3) Ten years of full time supervisory experience in the Iowa Department of Corrections or Iowa Judicial District Departments of Correctional Services.
- 4) Five years of full time experience as an Assistant Superintendent, Treatment Services Director, Treatment Manager or other equivalent position in the Department of Human Services.

Notes

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

Effective date: 12/18 SA