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.
• 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*