

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

SENIOR EXECUTIVE WARDEN

JOB DESCRIPTION

Senior Executive Warden positions are part of the Senior Executive Service (SES) authorized and defined by Civil Service Commission Rule 4-7. Appointments are limited to a term not to exceed two years. Incumbents may be re-appointed to additional terms. Additional conditions of employment specific to the SES are addressed in the SES rule.

Employees in this job are responsible for the administration of custodial, treatment, education, personnel, and business programs necessary for the operation of a correctional facility. The employee, under executive direction, develops and implements new approaches to departmental administration. The employee is required to plan and direct specific departmental activities and, in conjunction with divisional management staff, reviews and evaluates the work of program personnel to ensure conformance with general guidelines, methods, techniques, policies, and laws. Supervisory functions include approving leaves, conducting service ratings, counseling employees, disciplining employees, participating in employee grievance procedures, and the hiring and training of personnel. Due to the critical or sensitive function of the office or bureau, the employee plays an active and ongoing role in the formulation and interpretation of department or agency policy. Positions in this classification typically direct professional and nonprofessional staff in the performance of work necessary to fulfill the mission of the Department of Corrections.

There is one classification in this job.

Position Code Title - Senior Executive Warden

Senior Executive Warden 17

The employee serves as a warden (divisional administrative director) of a facility within the Department of Corrections. The employee serves as a member of the department director's top policy advisory staff, committee, or council and reports to a Department of Corrections Executive.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Maintains the security of the facility as well as its staff and employees.

Formulates current and long-range programs, plans, and policies for the divisional programs.

Establishes program objectives, goals, and priorities and determines operating policies and implementation methods within the context of overall agency policies and guidelines.

Reviews progress and activity reports, assesses effectiveness of operations, and determines need for improvement.

Develops budget recommendations for capital outlay, personnel services, equipment, and materials.

Oversees the operational budget of a correctional facility.

Ensures completion of mandatory training for all staff.

Ensures adherence to departmental policies and procedures.

Writes and/or approves the writing and implementation of policies and procedures within the facility.

Selects and assigns staff, assuring equal employment opportunity in hiring, promotion, and other employment practices; identifies staff development needs and assures that training is obtained; and, assures that proper labor relations and conditions of employment are maintained.

Advises staff in the resolution of sensitive, complex, or precedent-setting situations; determines appropriate course of action; assigns responsibilities and monitors actions and responses.

Directs and reviews research in such areas of program operations as management systems development, target audience needs assessment, and program evaluation.

Conducts staff meetings and conferences with assistants to discuss operating problems, organization, budgetary matters, personnel matters, technical problems, and the status of programs and projects.

Drafts statements, prepares reports, press releases, and speeches on program and policy issues.

Addresses citizen groups, legislative committees, members of the press, and others regarding program and policy issues, as required.

Reviews legislative analyses and proposed legislation and determines or recommends department position and course of action; interprets legislation to staff, other agencies, and the public; assures conformance of agency and operating policies, rules, guidelines, and procedures with legislative mandates.

Advises Executive Office, and governing boards or commissions of policy issues and program accomplishments.

Generates public and staff confidence, interest, and participation in departmental programs; motivates staff toward the accomplishment of program objectives; influences authorities to favorable actions regarding departmental operations.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of state and federal legislative processes.

Extensive knowledge of federal, state, and local relationships as these impact on the operations of a major state department.

Extensive knowledge of current literature in the field.

Extensive knowledge of training and supervisory techniques.

Extensive knowledge of employee policies and procedures.

Thorough knowledge of state government organization and functions.

Thorough knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting.

Thorough knowledge of the principles and methods of prison administration.

Thorough knowledge of the routines, procedures and techniques of prison work.

Thorough knowledge of recent developments in the treatment of prisoners: medical and psychiatric attention, development of social attitudes, development of employment potentials and leisure interests.

Thorough knowledge of the laws and regulations of and pertaining to the state prison system and to the Department of Corrections.

Thorough knowledge of program planning, development, and evaluation methods.

Thorough knowledge of fiscal planning and management.

Thorough knowledge of staffing requirements and training necessary for the accomplishment of agency goals.

Thorough knowledge of labor relations, fair employment practices, and equal employment opportunity.

Thorough knowledge of public relations techniques.

Ability to instruct, direct, and evaluate employees.

Ability to deal tactfully and effectively with others.

Ability to maintain discipline and control over staff and prisoners in a correctional facility.

Ability to issue and enforce rules and regulations.

Ability to direct an institution program for safeguarding prisoners.

Ability to direct a complex treatment program for prisoners.

Ability to assign and direct the work of personnel.

Ability to think and act quickly in emergencies.

Ability to make prompt decisions and interpretations on questions of established procedure.

Ability to plan, make recommendations and direct actions regarding training courses, policy revision, direction and programming as it relates to the specific correctional facility.

Ability to administer a complex program.

Ability to appropriately allocate available resources.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to analyze and appraise facts and precedents in making administrative decisions, to get to the source of a problem, and to probe and obtain critical facts from varied sources.

Ability to recommend policies, procedures, and problem resolutions, based on evidence and knowledge of the administrator's, deputy director's, or director's viewpoint.

Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.

Ability to motivate and lead others in the accomplishment of a task.

Ability to present ideas effectively at a level of style, grammar, organization and technical construction expected at a management level.

Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, the media, professional personnel, a variety of people at all management levels.

Ability and willingness to delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

Working Conditions

Jobs are located in correctional facilities and may require direct contact with prisoners.

Some jobs require an employee to work in a hostile environment.

Physical Requirements

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

The job duties require an employee to work under stressful conditions.

Education

Possession of a bachelor's degree in any major.

Experience

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Five years of professional experience including two years of experience as a professional manager or equivalent experience.

Alternate Education and Experience

Senior Executive Warden 17

Education level typically acquired through completion of high school and five years of experience equivalent to a Corrections Shift Supervisor 13 or Corrections Security Inspector 13 may be substituted for the education and experience requirements.

Special Requirements, Licenses, and Certifications

In accordance with Public Act 140 of the Public Acts of 1996, the Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

SENIORWAR

Job Code Description

SENIOR EXECUTIVE WARDEN

Position Title

Senior Executive Warden

Position Code

SENEXWAR

Pay Schedule

NERE-071P

SC

06/07/2015