

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**ASSISTANT DEPUTY WARDEN**

**JOB DESCRIPTION**

Employees in this job direct and participate in a variety of activities involving the administration of custodial, treatment, education, personnel, and business programs necessary for the operation of correctional facilities. Under general supervision from a State Deputy Warden and Senior Executive Warden, the employee works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, laws, and regulations governing the operation of adult correctional facilities within the state, and supervisory techniques, personnel policies, and procedures.

There is one classification in this job.

**Position Code Title - Assistant Deputy Warden-3**

Assistant Deputy Warden 14

The employee functions as an assistant deputy warden, a first-line manager of professional or professional equivalent custody and security and/or program staff in a correctional facility.

**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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepare reports, and composes correspondence relative to the work.

Establishes and maintains custody, security, and control measures at a state correctional facility.

Supervises and controls the inside movement of prisoners, including initial assignment to prison units and transfers within the institution.

Implements policies and develops procedures in area of responsibility (housing, treatment, custody, or security).

Supervise staff in the classification and orientation of new prisoners and coordination of prisoner program activities such as substance abuse and self-help programs, hobby craft, prisoner groups, leisure activities, and recreation and athletic programs.

Reviews written communications from prisoners and interviews them regarding special or personal problems.

Develops and implements procedures for educational and treatment programs based on department policies.

Serves as a facility representative to central office, other state departments, local agencies, and the public.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of the principles and methods of prison administration.

Knowledge of the routines, procedures, and techniques of prison work.

Knowledge of the organization and operation of a correction classification system.

Knowledge of the correction facility education and rehabilitation programs.

Knowledge of the laws, rules, and regulations of the state prison system and the Department of Corrections.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity practices.

Knowledge of employee organization contract agreements.

Knowledge of techniques of counseling and providing treatment and of the agencies and organizations contacted for this treatment.

Ability to instruct, direct, and evaluate employees.

Ability to deal tactfully and effectively with others.

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

Ability to organize and direct a prison treatment program.

Ability to issue and enforce rules and regulations.

Ability to direct an institution program for safeguarding residents.

Ability to think and act quickly in emergencies.

Ability to make prompt decisions and interpretations in the absence of established procedures.

### **Working Conditions**

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

Some jobs require an employee to work in adversarial situations.

### **Physical Requirements**

*None*

### **Education**

Possession of a bachelor's degree in any major.

## **Experience**

### **Assistant Deputy Warden 14**

Four years of professional experience providing services in an adult state corrections setting, including two years equivalent to the P11 level; four years equivalent to an Assistant Resident Unit Supervisor 11; or, two years as a Corrections Shift Supervisor 13 or Corrections Security Inspector 13.

## **Alternate Education and Experience**

### **Assistant Deputy Warden 14**

Education level typically acquired through completion of high school and three 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**

Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

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

**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**

ASTDEPWAR

### **Job Code Description**

ASSISTANT DEPUTY WARDEN

### **Position Title**

Assistant Deputy Warden-3

### **Position Code**

ASTDWRD3

### **Pay Schedule**

NERE-186

SC

08/13/2017