



CORR-ACA ACCREDITATION MANAGER

CHARACTERISTICS OF WORK:

This is a very high level of professional managerial work of an executive nature. The incumbent is responsible for formulating and revising the policies and procedures to ensure compliance with the American Correctional Association. The work also includes in-service training to facility staff, inventory control, and solving problems related to the American Correctional Association Process. The incumbent persuades people to change, interacts with others on a daily basis, and provides leadership to the facility staff.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in Social or Behavioral Science or a directly related field;

AND

Experience:

Two (2) years of directly related work experience.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Six (6) years of experience in work related to the above described duties, of which four (4) years must have been directly related.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; stoop, kneel, crouch, or bend; and smell.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Planning and Evaluating: Organizes work, sets priorities, and determines resource requirements; determines short or long terms goals and strategies to achieve them; monitors progress and evaluates outcomes.

Organizes and facilitates in-house audits and self-evaluations in preparation for internal management audits and actual ACA audits. Requisitions and maintains inventory control of equipment and supplies needed to organize and facilitate ACA accreditation.

Training and Teaching Others: Identifies the educational needs of others, develops formal educational or training programs or classes, and teaches or instructs others.

Assists with the training/orientation of inmates on the ACA accreditation process. Conducts in-service training on the accreditation process to brief facility staff.

Evaluating Information to Determine Compliance with Standards: Uses relevant information and individual judgment to determine whether events or processes comply with policies, procedures, regulations, or standards.

Reviews progress of implementation of corrective actions and provides follow-up to ensure that plans are developed to correct deficiencies regarding compliance standards. Oversees the reviews and revisions of facility standard operating procedures and other documents/forms to ensure compliance with ACA standards.

Analyzing Data or Information: Identifies the underlying principles, reasons, or facts of information by breaking down information or data into separate parts, using logic and reasoning to identify strengths and weaknesses of alternative solutions or approaches to problems.

Defines problems, collects data, establishes facts, and draws valid conclusions. Conducts studies to formulate alternative recommendations for improvements affecting the efficiency and quality of facility organization, operations, security, services, and programs as related to ACA accreditation.

Establishing and Maintaining Interpersonal Relationships: Develops constructive and cooperative working relationships with others and maintains them over time.

Works closely with Superintendent, Wardens, Department Heads, and Central Office personnel to formulate policies and procedures that are in compliance with established standards. Interacts with others on a regular basis and provides leadership to facility staff.

Record/Document Maintenance: Compiles and maintains accurate and complete files, records, and/or reports.

Compiles, prepares, reviews, and accurately maintains a variety of stand operating records and reports as requested or required. Reviews records and reports produced by staff. Maintains paperwork from plan operations to facilitate accreditation.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Formulates, reviews, and implements procedures necessary for compliance with established standards.
2. Maintains paperwork from plant operations to facilitate American Correctional Association (ACA) accreditation, such as maintaining organized files and inventory control.
3. Trains facility staff and inmates and participates in training programs.
4. Improves efficiency of facility organization by maintaining operating records and reports, administering internal management audits, and devising workable solutions to defined problems.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Works closely with Superintendent, Wardens, Department Heads, and Central Office personnel to formulate policies and procedures that are in compliance with established standards.

Establishes and maintains American Correctional Association (ACA) files in an organized manner on all applicable ACA standards.

Conducts in-service training on the accreditation process to brief facility staff.

Requisitions and maintains inventory control of equipment and supplies needed to organize and facilitate ACA accreditation.

Conducts physical plant inspections and prioritizes deficient areas with those related to mandatory standards taking first priority.

Oversees the reviews and revisions of facility standard operating procedures and other documents/forms to ensure compliance with ACA standards.

Reviews and assists with the training/orientation of inmates on the ACA accreditation process.

Organizes and facilitates in-house audits and self-evaluations in preparation for internal management audits and actual ACA audits.

Reviews progress of implementation of corrective actions and provides follow-up to ensure that plans are developed to correct deficiencies regarding compliance standards.

Participates in in-service and other ACA training programs as required.

Defines problems, collects data, establishes facts and draws valid conclusions; applies management techniques to problems related to the ACA Accreditation Process and devises workable solutions.

Compiles, prepares, reviews, and accurately maintains a variety of standard operating records and reports (e.g., State Fire Marshall, State Dept. of Health), as requested by ACA Auditors or required by policies, procedures, regulations, laws, ACA standards; reviews reports and records produced by staff; properly processes, reports, and documents in a timely manner.

Conducts studies to formulate alternative recommendations for improvements affecting the efficiency and quality of facility organization, operations, security, services, and programs as related to ACA accreditation.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.