

Post Date:

CORRECTION MANAGER

All names will be removed from eligible lists one (1) year after eligibility is expired.

Working on an assigned shift any day of the week including weekends and holidays is required.

SALARY: \$60,757 to \$78,985

MINIMUM QUALIFICATIONS

EDUCATION: Possession of a high school diploma or G.E.D. equivalent is required. Possession of valid Wisconsin driver's license at time of application and maintained during incumbency is required. Possession of an associates', bachelor's and/or masters degree in Criminal Justice, Police Science, or Public Administration is preferred.

EXPERIENCE: Five (5) years of experience in corrections and/or law enforcement and one (1) year of experience in a supervisory capacity that must have included directing the work of subordinates, participating in the hiring process and participating in the disciplinary process. Supervisory experience is preferred. Experience managing the daily operations and security functions of a correctional facility including non-community access facilities, community operations, and court functions is preferred. Experience in staff development and/or public speaking is desirable; experience working with personal computers is desirable; active participation in professional associations and/or civic/community-based organizations is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of correctional institutional procedures and regulations; knowledge of leadership, management, and supervisory principles and practices; oral and written communication skills; supervisory skills; analytical skills; organizational skills; skill in commanding respect, maintaining discipline and taking prompt and decisive action in emergencies; skill in working with multicultural populations; ability to perform public relations; ability to use a personal computer; ability to interpret, evaluate and implement regulations, standards and policies; ability to produce a large volume of work done in a timely manner with limited resources and appropriate use of delegation; ability to work effectively and harmoniously with employees, department heads, law enforcement agency representatives, community agencies and the general public.

DUTIES: Under direction, to maintain security and custody of inmates; to act as the onsite shift commander in the absence of a higher ranking officer; to inspect and monitor operations of the booking sections, housing units, segregation units, special units, and visiting sections; to manage electronic surveillance and Huber release programs; to monitor the probation/parole revocation process; to prepare and review policy and procedures as required; to establish emergency procedures; to direct inmate program development; to manage the Huber/Work Release cancellation process; to manage the jail population and supervise inmate disciplinary process; to oversee the inmate grievance process; to participate in the hiring and development of correctional employees; to recommend discipline; to prepare staffing schedules; to monitor staff; to coordinate the training of staff; to prepare and maintain adequate staffing patterns and to project future needs; to determine, implement and track performance measures; to coordinate and monitor computer system upgrades; to respond to open records request made by inmates, the general public and media; to assist with long range planning of the department; to assist in the development of alternatives to incarceration; and to perform such other duties as may be required or assigned.

THE EXAMINATION is open to qualified residents of Milwaukee County.

AN ON LINE APPLICATION, may be filed, COMPLETELY FILLED IN at www.jobs.milwaukeecounty.org, by 11:59 p.m. on , 2011. APPLICANTS MUST POSSESS MINIMUM QUALIFICATIONS AT TIME OF FILING APPLICATION.

Candidates will be asked to submit a full account of their training and experience and to report for a written test, performance test and/or oral interview, if deemed necessary, at a time and place to be set by the Division of Human Resources.

Milwaukee County provides a competitive benefits package

Effective October 1, 1998, background checks must be conducted of all individuals appointed to positions covered by Wisconsin Act 27 of the laws of 1997 and Wisconsin State Statute 50.065. This requirement impacts all positions authorized in the Milwaukee County Department of Human Services, Behavioral Health Division as well as other positions in County Service.

In accordance with the provisions of a Federal Court Order, #74-C-374 issued by U.S. District Judge Myron L. Gordon, ratio hiring based on race may be used in selecting qualified employees for this classification.

Approved as amended above _____

Date _____

Final departmental approval _____

Date 4-02-12

CORRECTIONS MANAGER

Rating form

Name _____

70= Graduation from high school or G.E.D equivalent required. Possession of a valid Wisconsin driver's license at time of application and maintained during incumbency is required AND Five (5) years of experience within MCSO and one (1) year of supervisory experience which must have included directing the work of subordinates, participating in the hiring process and participating in the disciplinary process. Experience managing the daily operations and security functions of a correctional facility including non-community access facilities, community operations and court functions is preferred. Experience in staff development and/or public speaking is desirable. Experience working with personal computers is desirable. Active participation in professional associates and/or civic/community based organizations is desirable. An associate, bachelor's and/or master's degree in Criminal Justice, Police Science, Computer Science, Public or Business Administration or a related field preferred. Related continuing education coursework in law enforcement, management, fiscal, computer science or related fields preferred.

Education (Maximum of 10 points)

Possession of an associates' degree

3

Possession of an associate's degree in police science, criminal justice, public or business administration.

5

Possession of a bachelor's degree

6

Possession a bachelor's degree in police science, criminal justice, public or business administration

8

Possession of a master's degree in police science, criminal justice, public or business administration

10

Related Continuing education coursework in law enforcement, management, fiscal or computer science (Maximum of 4 points)

Experience managing the daily operations and security functions of a correctional facility including non-community access facilities, community operations and court functions. (4 points)

Additional years of supervisory experience (Maximum of 10 points)

Any supervision, for 1 – 3 years 4 points

Any supervision, for 3 - 6 years 6 points

Any supervision for 6 or more years 10 points

Additional years of experience within a large law enforcement agency (2 points)

Total points _____ Analyst _____ Date _____

Final departmental approval Nancy Adams Date 4-2-12