

## CORRECTIONS FACILITY SUPERINTENDENT

### NATURE OF WORK IN THIS CLASS

Administers the programs and activities of the Adult Correctional Facility for the custody, discipline and rehabilitation of inmates.

### ILLUSTRATIVE EXAMPLES OF WORK *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Formulates and executes a progressive program for the care, treatment, training, discipline, custody, employment, and rehabilitation of all inmates at the Adult Correctional Facility.

Formulates administrative policies and programs for the facility; interprets policies and outlines plans and procedures to employees.

Maintains business and financial affairs of the Adult Correctional Facility, including preparation of budget, reports, requisitions, and issuance of supplies and equipment and maintenance of buildings and grounds.

Interprets the institution's policies and regulations to the public and the press; reviews, revises, and summarizes specialized institutional records and reports relative to accidents, operations, inmates' activities, population, and operations in general; prepares technical reports relative to institution organization and administration.

Performs related duties as required.

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of modern penal institutional management.

Knowledge of the methods and techniques used in supervising guards and inmates and maintaining order in a penal institution.

Knowledge of the territorial laws of Guam pertaining to prisons and paroles.

Knowledge of the attitudes, problems, and behavior of persons under restraint; problems involved in and methods used for the adjustment and rehabilitation of anti-social persons.

Ability to administer the programs and activities of the Adult Correctional Facility.

Ability to evaluate operational effectiveness and implement changes in policies and procedures to improve effectiveness.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)**

Ability to make decisions in accordance with appropriate program guidelines and in emergencies.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING**

- A. Three (3) years of experience as a Corrections Officer Supervisor II or higher level; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**ESTABLISHED: JULY 1980**

**AMENDED: FEBRUARY 1996**

**PAY GRADE: P**

<b>HAY EVALUATION:</b>	<b>KNOW HOW:</b>	<b>FI3</b>	<b>304</b>
	<b>PROBLEM SOLVING:</b>	<b>E3 (38%)</b>	<b>115</b>
	<b>ACCOUNTABILITY:</b>	<b>E1P</b>	<b>152</b>
			<b>571</b>

This standard revises and supercedes the standard established JULY 1980 and amended February 1996.



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**LUIS R. BAZA**  
Executive Director  
Civil Service Commission