

<b>A. Reason for Classification Action</b>								
X	Standardized Position				MRN: (GS) SPA003			
	New Position				(GM) SPC003			
	Replace/Inactivate MRN:							
<b>B. Classification</b>								
<b>Official Title:</b> CORRECTIONAL INSTITUTION ADMINISTRATOR				Pay Plan	Occupational Series	Function Code	Grade	
				GS	0006		14	
<b>Working Title:</b> ASSOCIATE WARDEN				Local Classifier:			Date:	
				Regional Classifier:			Date:	
				PPM Classifier: /s/			Date: 05/24/01	
<b>C. Organizational Structure</b>								
1 <sup>st</sup>	Department of Justice				4 <sup>th</sup>			
2 <sup>nd</sup>	Federal Bureau of Prisons				5 <sup>th</sup>			
3 <sup>rd</sup>					6 <sup>th</sup>			
Duty Station (If Different): Various								
<b>D. Supervisor's Certification</b>								
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.								
Signature: /s/				Date:				
Name/Title: Michael B. Cooksey, Assistant Director, Correctional Programs Division								
<b>E. Classification Certification</b>								
I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.								
Signature: /s/				Date: 05/24/01				
Name/Title: Jeff Barnes, Chief, Pay and Position Management								
<b>F. Remarks</b>				<b>INCUMBENT:</b>				
Standards Referenced: Correctional Institution Administration Series, GS-006, TS-58, 11/81 Health Systems Administration Series, GS-670, TS-38, 12/89 FLSA: Exempt								
<b>Position Review History</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>
Employee (Optional)								
Supervisor								
Classifier								

**MASTER RECORD/INDIVIDUAL POSITION DATA**

**A. KEY DATA**

1. FUNCTION:		2. DEPT-CD/AGCY-BUR-CD:	<b>DJ FP</b>				
3. SON:		4. MR-NO:	<b>(GS) SPA003</b>	5. GRADE:		6. IP-NO:	
			<b>(GM) SPC003</b>				

**B. MASTER RECORD**

1. PAY-PLAN:		2. OCC-SER:	<b>0006</b>			
3. OCC-FUNC-CD:		4. OFF-TLE-PF/CD/SF:		<b>0001</b>		
5. OFF-TITLE:	<b>CORRECTNL INST ADMR</b>					
6. HQ-FLD-CD:	<b>2</b>	7. SUP-CD:	<b>2</b>			
8. CLASS-STD-CD:	<b>X</b>	9. INTERDIS-CD:				
10. DT-CLASS:	<b>05 24 01</b>	11. EARLY-RET-CD:	<b>1</b>			
12. INACT/ACT:	<b>A</b>	13. DT-ABOL:				
14. DT-INACT/REACT:		15. AGCY-USE:				
16. INTERDIS-SER:						
17. INTERDIS-PF/CD/SF:						
18. PATCO-CD:	<i>(SYSTEM GENERATED)</i>		19. PROF-CATEGORY:			

**C. INDIVIDUAL POSITION**

1. FLSA-CD/PAY-TBL:	<b>E</b>	2. FIN-DS/PROC-INTG:			
3. POS-SCHED:		4. POS-SENS/ADP/DRUG-TS:		<b>N</b>	<b>Y</b>
5. COMP-LEV:	<b>0000</b>	6. WK-TITLE-CD:	<b>1114</b>		
7. WK-TITLE:	<b>ASSOC WARDEN</b>				
8. ORG-STR-CD:	<b>FP 30</b>				
9. VAC-REV-CD:		10. TARGET-GD:	<b>14</b>		
11. LANG-REQ:		12. PROJ-DTY-IND:			
13. DUTY-STATION:		14. BUS-CD/COPR-ST:		<i>Blank</i>	
15. DT-LST-AUDIT:	<b>05 24 01</b>	16. PAS-IND/LEO-IND:	<i>Blank</i>	<b>A</b>	
17. DATE-EST:		18. GD-BASIS-IND:			
19. DT-REQ-REC:		20. NTE-DT:			
21. POS-ST-BUD:	<b>Y</b>	22. MT-REV/CL-ACT-CD:			
23. DT-EMP-ASGN:	<i>(SYSTEM GENERATED)</i>		24. DT-ABOL:		
25. INACT/ACT:		26. DT-INACT/REACT:			
27. ACCTG-STAT:	<b>3100</b>	28. INT-ASGN-SER:			
29. AGCY-USE:		30. OBLIG-SSN:	<i>(SYSTEM GENERATED)</i>		
31. DT-VACATED:	<i>(SYSTEM GENERATED)</i>		32. INCUMBENT-SSN:	<i>(SYSTEM GENERATED)</i>	

REMARKS:

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Signature: /s/				Date:				
Name/Title: Steven B. Schwalb, Assistant Director, IE & VT								
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7. WK-TITLE:	<b>ASSOC WARDEN</b>				
8. ORG-STR-CD:	<b>FP 40</b>				
9. VAC-REV-CD:		10. TARGET-GD:	<b>14</b>		
11. LANG-REQ:		12. PROJ-DTY-IND:			
13. DUTY-STATION:		14. BUS-CD/COPR-ST:		<i>Blank</i>	
15. DT-LST-AUDIT:	<b>05 24 01</b>	16. PAS-IND/LEO-IND:	<i>Blank</i>	<b>A</b>	
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21. POS-ST-BUD:	<b>Y</b>	22. MT-REV/CL-ACT-CD:			
23. DT-EMP-ASGN:	<i>(SYSTEM GENERATED)</i>		24. DT-ABOL:		
25. INACT/ACT:		26. DT-INACT/REACT:			
27. ACCTG-STAT:	<b>4401</b>	28. INT-ASGN-SER:			
29. AGCY-USE:		30. OBLIG-SSN:	<i>(SYSTEM GENERATED)</i>		
31. DT-VACATED:	<i>(SYSTEM GENERATED)</i>		32. INCUMBENT-SSN:	<i>(SYSTEM GENERATED)</i>	

REMARKS:

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## **POSITION DESCRIPTION**

### **Correctional Institution Administrator (Associate Warden) GS-0006-14**

#### **INTRODUCTION**

As Associate Warden at a correctional institution, the incumbent serves as a deputy to the Warden. The incumbent is responsible for exercising control and supervision of various aspects of the institution's functions such as programs, operations, medical, mental health, clinical programs, custody, transportation, industries and education. The Associate Warden serves as acting Warden during the Warden's absence.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

Under the administrative direction of the Warden, the incumbent plans, organizes, supervises and evaluates diversified programs within the institution directed towards the institution's mission.

The Associate Warden evaluates programs in areas assigned and based on studies, research, review of reports and observations, recommends changes to meet requirements and goals.

As an advisor and assistant to the Warden, the incumbent plays a major role in the determination and establishment of policies and programs involved in the institutional operations. Incumbent cooperates with the Warden and other officials in setting broad policies and developing procedures to conduct programs for the entire institution.

The incumbent is called upon to serve on, or preside over, various committee meetings. The Associate Warden implements decisions of committees by making proper assignments of personnel. They attend staff conferences to solve problems, to appraise the progress of programs, and to evaluate the performance of subordinates.

The incumbent approves and submits reports and recommendations to the Warden on such personnel matters as commendations, promotions, reassignments, retention, disciplinary actions, complaints, and grievances in his assigned areas. Incumbent's direct areas of responsibility are outlined in the institution's current organizational charts.

In the absence of the Warden, and when designated, incumbent assumes full administrative responsibility for the institution. Additionally, the incumbent frequently serves as the Administrative Duty Officer.

Supervisory work and/or related managerial responsibilities constitute a major duty occupying at least 25% of the position's time and requires accomplishment of work through the combined technical and administrative direction of subordinate employees.

Supervisory functions include a range of duties which include planning, organizing and reviewing work, administering personnel matters, and dealing effectively with employees and union representatives regarding employee-management concerns. Specific supervisory responsibilities may include assigning, directing and reviewing the work of subordinates; evaluating work performance; identifying training needs; recommending selections, promotions, awards, disciplinary or other actions; planning, scheduling and coordinating the work of the unit; giving advice and counsel to employees; hearing and resolving employee complaints and grievances; and determining the material, equipment, and facilities needed to perform the work.

If the position exercises managerial authorities, duties may include directing the work of an organizational unit, being held accountable for its success, and monitoring its progress toward meeting goals. Typical managerial responsibilities may include determining program goals and monitoring/evaluating the progress in meeting goals; determining resource needs and making adjustments in objectives, work plans and commitment of resources; determining the need for and developing plans for organizational changes; assessing program impact at the local level as well as on the organization as a whole; determining policy in such areas as program emphasis and operating guidelines; and administering general personnel policy regarding matters of significant importance.

Along with all other correctional institution employees, the incumbent is charged with responsibility for maintaining security of the institution. The staff correctional responsibilities precede all others required by this position and are performed on a regular and recurring basis.

Specific correctional responsibilities include custody and supervision of inmates, responding to emergencies and institution disturbances, participating in fog and escape patrols, and assuming correctional officer posts when necessary. The incumbent is required to shakedown inmates, conduct visual searches of inmate work and living areas for contraband, and is responsible for

immediately responding to any institution emergencies. The incumbent must be prepared and trained to use physical control in situations where necessary, such as in fights among inmates, assaults on staff, and riots or escape attempts.

Incumbent has the authority to enforce criminal statutes and/or judicial sanctions, including investigative, arrest and/or detention authority on institution property. When necessary, incumbent also has the authority to carry firearms and exercise appropriate force to establish and/or maintain control over individuals. When conditions warrant, the employee may enter into hostile or life threatening situations and may be required to make decisions affecting the life, well-being, civil liberties, and/or property of others. The actions of the incumbent could result in personal sanctions and legal liability.

Incumbent must successfully complete specialized training in firearms proficiency, self defense, management of medical emergencies, safety management and interpersonal communication skills.

#### **FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**

The position requires a broad knowledge in the field of corrections and wide knowledge of the various institutional activities. The effect of the incumbent's decisions and recommendations and the effective functioning of the programs under the Associate Warden's direction are vital to the accomplishment of the institution's goals.

The incumbent must possess a knowledge of supervisory and managerial policies governing areas such as performance monitoring, Master Agreement, Standards of Conduct, incentive awards, and time and attendance administration sufficient to carry out his/her duties and oversee the performance of his/her respective department heads in the area of human resource management.

Must be familiar with safety procedures for staff and inmate workers.

Skill in the identification of narcotics and narcotic paraphernalia.

Knowledge of search procedures of persons and property for contraband.

Thorough knowledge of BOP regulations to enforce security measures and protect life and property. Work within a prison environment requires a special ability for alertness requiring keen mental and

physical effort. Incumbent must be aware of group or individual tensions, alert to unpredictable behavior, and generally sensitive to signs of trouble which could result in injury.

#### **FACTOR 2 - SUPERVISORY CONTROLS**

Supervisory control is exercised over this position by the Warden. The incumbent is also guided by Bureau of Prisons' policies, regulations, and standards to be applied on a service-wide basis. Local supervision is accomplished through informal conferences, memoranda, inspections, and periodic review of program results. The incumbent is expected to operate programs with a minimum of direction. Effectiveness is evaluated by the extent to which the Associate Warden attains program objectives.

#### **FACTOR 3 - GUIDELINES**

Available guidelines include a wide range of legislation and prison policy. While these guidelines are generally applicable, they do not cover all situations and the incumbent must be flexible, creative, and use good judgment in applying broad guidelines in order to accomplish specific objectives.

#### **FACTOR 4 - COMPLEXITY**

The incumbent is responsible for independently performing highly complex assignments. These tasks may encompass a wide range of intra- and inter-agency contacts and require a constant adjustment of priorities and work methods.

Security concerns that are inherent in a correctional environment further increase the extent and nature of complexity. Incumbent has direct and frequent daily contact with inmates. Motivation of inmates to want to learn must be encouraged and developed. In addition to regular duties, the staff are also responsible for maintaining security of the institution through observation of inmate behavior, maintenance of discipline, accountability of tools, and counseling of inmates on institutional and personal problems. Security concerns are a regular and recurring part of the job.

#### **FACTOR 5 - SCOPE AND EFFECT**

Services performed by the incumbent impact the overall operation of the institution and may impact upon the Federal Prison System as a whole.



## **FACTOR 6 - PERSONAL CONTACTS**

Intra-agency contacts include institutional staff, regional office and central office administrators. Other contacts include the general public, local and state correctional officials, correctional planners, news media, academic consultants, attorneys, judges, and other members of the criminal justice system.

Incumbent has direct and frequent contacts with inmates and through these contacts, may impact their attitudes and behavior.

## **FACTOR 7 - PURPOSE OF CONTACTS**

Contacts are to provide and solicit information, to explain, defend, and/or justify executive staff decisions, to train others, to develop policy, to resolve problems, and quite often, to influence the decisions of others.

Contacts with inmates are primarily to attempt to change their undesirable attitudes and behavior patterns towards socially acceptable behavior and to establish positive correctional attitudes. Incumbent has frequent opportunities to influence the attitudes and behavior of inmates by informal guidance and counseling.

## **FACTOR 8 - PHYSICAL DEMANDS**

Work is primarily sedentary, but involves walking throughout the facility and may involve physically restraining inmates or otherwise responding to an institutional emergency.

## **FACTOR 9 - WORK ENVIRONMENT**

All staff in the correctional facility, regardless of their occupations, are expected to perform law enforcement functions. As a result, the incumbent is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional institution, the level of risk for hazardous and stressful working conditions is very high.

The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws of the United States. Daily stress and exposure to potentially dangerous situations such as physical attack are an inherent part of this position; consequently, it has been designated

as a law enforcement position. Accordingly, the incumbent is covered under the special retirement provisions for law enforcement officers contained in Chapters 83 and 84 of Title 5, United States Code.

**MOBILITY REQUIREMENT**

Effective accomplishment of the mission of the Federal Bureau of Prisons frequently requires geographic relocation of supervisory and managerial personnel to meet the legitimate needs of the Bureau and to better utilize the skills of available staff. Accordingly, the incumbent is subject to said provision and is susceptible to geographic relocation at the discretion of management in the interest of the efficiency of the service.