

## EDITED KSAPC LISTING

### CLASSIFICATION: CORRECTIONAL ADMINISTRATOR, DOC

**NOTE: Each position within this classification may perform some or all of these KSAPCs.**

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Comprehensive knowledge of the principles and practices of public and correctional administration including inmate classification, inmate program, discipline, and parole to effectively provide public safety in a fiscally sound manner and meet the mission of the California Department of Corrections and Rehabilitation (CDCR).
K2.	Basic knowledge of the principles and applications of effective budget preparation and control of a large organization in an institution setting to comply with departmental budget authority.
K3.	Basic knowledge of the purposes, activities, and functions of the Board of Parole Hearings and various control agencies to effectively provide public safety and comply with federal and state laws.
K4.	Advanced knowledge of the problems involved and methods used in the custody, control, and adjustment of antisocial behavior to safely manage the inmate population.
K5.	Comprehensive knowledge of the organizational structure of institutional/headquarters divisions including custody, business services, health care, administration, reception/program and housing to provide effective management of a division within the organization.
K6.	Comprehensive knowledge of the purposes, activities, regulations, and functions of the CDCR to effectively provide public safety and comply with federal and state laws.
K7.	Basic knowledge of the principles and practices of State capital outlay procedures to ensure compliance with the Department of Finance.
K8.	Basic knowledge of building construction, specifications, blueprints and materials to oversee construction projects and/or modifications to existing physical plant.
K9.	Advanced knowledge of the manager's role in the Equal Employment Opportunity (EEO) Program and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of departmental personnel.
K10.	Comprehensive knowledge of the Ralph C. Dills Act as it relates to the collective bargaining processes and employee/employer relations to ensure compliance with labor laws.
K11.	Comprehensive knowledge of the principles and practices of personnel management and supervision of a large organization in an institution setting to comply with State Personnel Board (SPB) rules/regulations, EEO policies and provide a positive working environment.
K12.	<b>Comprehensive knowledge of the principles of public administration and business management of a large organization to ensure compliance with Departmental goals, objectives and missions.</b>
K13.	<b>Comprehensive knowledge of state and federal laws and court mandates (e.g., <i>Armstrong, Clark, Valdivia, Plata, Mitchell, Coleman, etc.</i>) to ensure compliance with legal requirements.</b>

*KSAPCs highlighted in bold text are not currently on the SPB classification specification*

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<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K14.	<b>Basic knowledge on how to use computer programs, personal computers and electronic devices in order to perform daily duties.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Plan and organize a large multidisciplinary workforce to effectively manage a division/program.
A2.	Direct and evaluate a large multidisciplinary program to ensure compliance with regulatory guidelines.
A3.	Establish and maintain cooperative working relationships with officials and staff members, public agencies, employee organizations, interested community and professional groups to promote an environment that is conducive to carrying out the mission of the Department.
A4.	Apply technical knowledge to effectively address complex situations and/or tasks.
A5.	Analyze situations or data accurately and develop an effective course of action to effectively manage a division/program.
A6.	Manage, supervise and provide leadership to develop an effective workforce.
A7.	Apply effective principles of budget preparation and control to effectively manage a division/program.
A8.	Apply effective principles of personnel and business management to effectively manage a division/program.
A9.	Apply effective principles of public and correctional administration to effectively manage a division/program.
A10.	Communicate effectively (verbal, written, and electronic) so instructions can be clearly understood and carried out in routine and emergency situations.
A11.	Assess and train/develop staff to achieve optimal effectiveness in an organizational division/program.
A12.	Motivate staff to achieve optimal effectiveness in an organizational division/program.
A13.	Understand and fulfill managerial responsibilities under the Ralph C. Dills Act to ensure compliance with labor laws.
A14.	Promote equal opportunity in employment to maintain a work environment free of discrimination, harassment and violence.
A15.	<b>Operate electronic communication devices and personal computers in order to perform daily managerial duties.</b>
A16.	<b>Prioritize and track assignments in order to complete projects and assignments on time and within budget constraints.</b>

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<b>KSAPC Statements</b>	
<b><i>Personal/Physical Characteristics:</i></b>	
PC1.	Demonstrated leadership and program planning ability to effectively coordinate and manage a division/program.
PC2.	Emotional maturity and stability to provide effective leadership in stressful situations.
PC3.	Empathetic and objective understanding of persons in custody to effectively manage the inmate population.
PC4.	Satisfactory record as a law abiding citizen to maintain a positive public image.
PC5.	Good personal and social adjustment for correctional work to maintain professionalism within the workplace.
PC6.	Neat personal appearance to maintain professionalism within the workplace and a positive public image.
PC7.	Courage to provide effective leadership in stressful situations and make difficult decisions.
PC8.	Alertness to be aware of your environment and be able to respond to emergency situations.
PC9.	Sound mental and emotional condition to make appropriate decisions in a stressful situation.
PC10.	Freedom from any physical or mental condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator, DOC.

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