



SUCCESSION PLANNING PROGRAM POSITION EVALUATION FORM

INSTRUCTIONS TO DEPARTMENT DIRECTORS: *Please complete a Position Evaluation Form for each position in your department for which a succession plan is to be developed. With input from the incumbent and other key staff, indicate the competencies that a successor must possess in order to function effectively in the position. Please feel free to attach additional sheets if needed.*

Title of Position Assistant Director, C&R		Reports to (Title) Department Director	
Name of Incumbent		Grade 12	Exec. Benefits Y
Department Corrections And Rehabilitation		Division Management Services	

Comments
This is highly responsible executive level work in planning and managing advanced administrative and support activities for the Miami-Dade Corr. & Rehab. Dept.

Will the position continue to exist after the departure of the incumbent?.....Yes No
If yes, when do you anticipate the position will become vacant? Date: (mm/year): 2-5yr

MINIMUM QUALIFICATIONS: *Please list the minimum qualifications required for this position.*

Bachelor's Degree. A minimum of six to ten years of progressively responsible managerial experience in a large government agency; operational and/or managerial experience to include four years of supervisory experience is required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

TECHNICAL COMPETENCIES: *Please list the key technical competencies/requirements needed for this position (e.g., knowledge of GASB statement no. 34, integrated marketing experience, knowledge of County geography, general contractor designation). Again, please attach additional sheets as needed.*

<p>Ability to direct and coordinate through subordinate executives and supervisors, the development and administration of departmental operating and capital budgets, and the administration of reimbursements, grant funds, and collection of revenue.</p>	<p>Coordinates legislation and represents the Department at Board of County Commissioner meetings; maintains working relationships with and represents the department at other local, state and national agencies affiliated organizations</p>
<p>Ability to direct and coordinate through subordinates training programs for sworn and civilian personnel; ensures certification and mandatory in-service training of sworn personnel in accordance with Florida Statutes; ensures training requirements for accreditation are fulfilled.</p>	<p>Ability to direct through subordinate commanders and supervisors the development, review and revision of departmental policies and procedures to ensure full compliance with applicable laws and statutory, meets with governmental, business, professional, civic and community groups to discuss interpret and explain departmental policies and objectives.</p>
<p>Ability to coordinate the development of the Department annual Business Plans and update to be reported monthly and used for planning, monitoring and budget preparation.</p>	<p>Ability to plan, direct and coordinate diversified administrative activities support of complex criminal justice activities in six county correctional facilities. Exercises considerable independent judgment over a variety of departmental services including complex human resources functions such as recruiting sworn and hiring of civilian personnel; coordinate budget preparation and administration of all fiscal matters for the department.</p>
<p>Coordinate through subordinate commanders and other departmental personnel review of documentation for accreditation of facilities, programs</p>	<p>Knowledge of collective bargaining agreements; maintain a working relationship with governmental, business and professional groups to</p>

and offices by professional agencies such American Correctional Association and Florida Corrections Accreditation Commission.

discuss, interpret and explain departmental policies and priorities.

Ability to provide unbiased recommendations regarding departmental hiring, promotions, and employee discipline.

Ability to communicate verbally and in writing to groups and individuals. Ability to represent the Department at local, state and national conferences.

GENERAL COMPETENCIES: Please indicate key knowledge, skills, experiences and abilities needed for the position above and beyond the minimum job qualifications. Add additional competencies as necessary. If a competency applies, please rate the necessity by using the following scale:

1 = Somewhat Necessary 2 = Necessary 3 = Very Necessary 4 = Absolutely Essential

COMPETENCY	RATING	COMPETENCY	RATING	COMPETENCY	RATING
Adaptability	4	Developing Others	4	Political Savvy	3
Business Acumen & Entrepreneurship	4	Diversity Awareness & Management	4	Problem Solving & Technical Credibility	4
Communication	4	Ethics, Integrity, & Honesty	4	Service Motivation & External Awareness	4
Continual Learning	4	Influencing & Negotiating	4	Strategic Thinking	4
Customer Service	4	Performance Management & Results-Oriented	4	Teamwork & Group Leadership	4
Decisiveness	4				

Completed by:
Alourdes Pierre

Date
5/1/2009

Please forward your completed form to the Compensation Section, Human Resources Department, for review and approval. Forms can be sent via fax to (305) 375-5768, via email to spcompensation@miamidade.gov, or via interoffice mail to 111 NW 1st Street, 20th Floor, Suite 2020. For assistance in completing this form, please call the Compensation Section at (305) 375-3774. Thank you.