



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.

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|--|---|
| Title of Position Correctional Captain | Reports to (Title) Chief, Transitional Housing |
| Name of Incumbent | Grade 7 |
| Department Corrections And Rehabilitation | Exec. Benefits NO |
| Comments | Division Transitional Housing |

This is highly responsible supervisory work with administrative responsibilities directing correctional enforcement function for the MDCR Department.

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 four to seven years of progressively responsible experience in a correctional, law enforcement or military setting; or Currently employed by Miami-Dade County with permanent status and two years of experience as a Correctional Sergeant or higher are required. Must possess a State of Florida Correctional Officer certification. Applicants may 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.

Ability to plan, assign and inspect all operations of a large correctional facility which include jail operations, inmate transportation, pretrial and monitoring services, boot camp, court services, security enforcement, inmate booking and release.

Ability to coordinate and direct subordinates in the proper order and constant vigilance over inmates during all phases of jail operations, to include incarceration, emergency operations and courtroom proceedings.

Knowledge of correctional inspection and accreditation standards, policies and procedures. Investigate living conditions in the jail facility; evaluate complaints of inmates, attorneys, bonds persons and others; recommends appropriate action to superiors and reviews for effectiveness.

Ability to ensure that goals and objectives for the facility are compatible with county, states and departmental policies and procedures. Ability to direct and monitor subordinate staff on security measures and disciplinary control measures.

Knowledge of local and State legislation, policies and practices relating to directing and managing of a Correctional facility.

Ability to exercise independent judgement in directing daily activities, and extensive knowledge of correctional facility operations including supply management, commissary and food services, contraband control, health services and laundry operations.

Coordinate through subordinate Executive Lieutenants and other departmental personnel review of documentation for accreditation of facilities, programs and offices by professional agencies such American Correctional Association and Florida Corrections Accreditation Commission.

Knowledge of collective bargaining agreements; ensure compliance with local unions and all required state and federal regulations for the operations of the facility.

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 | 3 | 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
2/20/2009

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.