



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 Corrections Division Chief (Admin Services)		Reports to (Title) Assistant Director	
Name of Incumbent Manuel Fernandez		Grade 10	Exec. Benefits N/A
Department Corrections And Rehabilitation		Division Administrative Services	

Comments
Highly responsible professional managerial work performed within the ASD, planning & directing various complex administrative activities. Occ Code (004693); Exempt

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): 1/2012

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

Bachelor's degree. A minimum of four to eight years of progressively responsible administrative and managerial experience to include supervisory experience And/Or a minimum of four to eight years of administrative and managerial experience to include supervisory experience and permanent status as a Correctional Lieutenant or higher command level is required.

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.

Knowledge of management and administrative principles of a large scale correctional facility.	Knowledge of the departmental annual Business Plan
Knowledge of personnel regulations and laws.	Ability to monitor the analysis of departmental statistical information for reporting, planning, and budget preparation.
Knowledge of Federal, State and local legislation relating to the certification and training of correctional officers.	Ability to communicate verbally and in writing to groups and individuals.
Ability to provide unbiased recommendations regarding departmental hiring, promotions, and employee discipline.	Ability to exercise independent judgement in directing divisional activities and assisting in formulating divisional policies and procedures.

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

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

COMPETENCY	RATING	COMPETENCY	RATING	COMPETENCY	RATING
Adaptability	4	Developing Others	2	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	3	Influencing & Negotiating	4	Strategic Thinking	4
Customer Service	4	Performance Management & Results-Orientation	4	Teamwork & Group Leadership	4
Decisiveness	4				
Completed by: Alphermeia Martin				Date 1/5/2009	

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.