



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 (Prof. Comp.)		Reports to (Title) Deputy Director	
Name of Incumbent Mary Ann Puig		Grade 10	Exec. Benefits E3
Department Corrections And Rehabilitation		Division Professional Compliance	

Comments
Highly responsible prof. managerial work in managing complex departmental administration activities within the Prof. Comp. Div. 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.	Ability to direct, coordinate, and supervise diversified activities relating to the inspection and accreditation of jail facilities.
Knowledge of correctional inspection and accreditation standards, policies and procedures.	Ability to direct, coordinate, and supervise activities relating to the investigation of employee misconduct.
Knowledge of local and State legislation, policies and practices relating to the investigation of compliants of employee misconduct for sworn and civilian personnel.	Ability to exercise independent judgement in directing divisional activities and assisting in formulating divisional policies and procedures.
Knowledge of local, state, and national correctional security policies and practices.	Knowledge of collective bargaining agreements.
Ability to provide unbiased recommendations regarding departmental hiring, promotions, and employee discipline.	Ability to communicate verbally and in writing to groups and individuals.

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	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	3
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.