



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	Reports to (Title) Deputy Director, Support Services
Name of Incumbent	

Department Corrections And Rehabilitation	Grade 10	Exec. Benefits NO
Division County Services Division		

Comments
This is highly responsible professional and managerial work performed within the C&R County Services Division.

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 eight years of progressively responsible operational and/or managerial experience to include supervisory experience, and/or minimum of four to eight years of progressively responsible operational and/or managerial experience to include supervisory experience, and permanent status as a Correctional Lieutenant or higher command level are 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.

Ability to direct, coordinate and supervise diversified divisional activities which provide a variety of departmental services including, Information Systems Bureau, Food Services Bureau, Material Management and Commissary.

Ability to direct, coordinate, and supervise diversified activities relating to the inspection and accreditation of jail facilities.

Ability to exercise supervision through subordinate Bureau Commanders, supervisors and professional staff with assigned responsibilities in various administrative activities.

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, legislative and professional mandates relating to food administration.

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.

Ability to exercise independent judgement in directing divisional activities; ensure compliance with all required local, state and federal regulations for the County Services Division of a Food Services Bureau.

Coordinate through subordinate commanders 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; maintain a working relationship with governmental, business and professional groups to 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	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-Orientation	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.