



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 Deputy Director	Reports to (Title) Director	Grade 13	Exec. Benefits YES
Name of Incumbent		Department Corrections And Rehabilitation	Division Support Services

Comments
This is highly responsible executive level work in planning and managing the detention operational support services activities for Miami-Dade Corrections.

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): 2-5 yr

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

Bachelor degree. A minimum of six to ten years of progressively responsible experience in a large scale correctional organization to include managerial experience are required. Must be a certified law enforcement officer in accordance with s.943.1395, F.S. Applicants will be subject to an extensive background check, including but not limited to fingerprint checks, employment verification and such other procedures as mandated by state and federal law. The security clearance is required by state and federal law and is a continuing condition of employment.

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>Knowledge of management and administrative principles of a large scale correctional facility.</p>	<p>Knowledge of all local, state, and national regulations and standards applicable to the confinement and security of incarcerated individuals.</p>
<p>Ability to exercise judgement and discretion in devising and installing departmental rules and regulations.</p>	<p>Ability to determine if departmental standards, objectives, and goals are being met and to redirect priorities as necessary.</p>
<p>Ability to establish and maintain effective working relationships with senior County management, members of the Board of County Commissioners, the Mayor's Office, and officials of other local, state and national organizations.</p>	<p>Knowledge of all required local, state, and federal regulations and standards for educational, religious, and other inmate/offender rehabilitative programs.</p>
<p>Ability to communicate verbally and in writing to groups and individuals.</p>	

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	3	Political Savvy	4
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:

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.