

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/10/18

CLOSING DATE: 01/18/18 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN MAJOR-RETENTION SCDC POSITION #: 010021
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: OPERATIONS, COLUMBIA (RICHLAND)

STATE JOB TITLE: CORRECTIONAL OFFICER IV STATE JOB CLASS: JD50
PAY BAND/LEVEL: 06 D
BAND: 06 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 044952 - \$ 058033 SCEIS POSITION #: 61016669

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND SUPERVISORY EXPERIENCE IN
CORRECTIONAL, SECURITY OR POLICE WORK.

HIGH SCHOOL DIPLOMA AND SIX (6) YEARS OF CORRECTIONAL SECURITY OR
POLICE WORK, TO INCLUDE TWO (2) YEARS OF CORRECTIONAL SUPERVISORY
EXPERIENCE.

DESCRIPTION OF DUTIES:

SERVES AS MAJOR AND ASSISTANT BRANCH CHIEF FOR EMPLOYEE RETENTION
SERVICES. SUPERVISES RETENTION LIEUTENANTS WHO PROVIDE PRE/POST BASIC
TRAINING TO NEWLY HIRED OFFICERS USING THE COSEP PROGRAM. CONSULTS
WITH THE INSTITUTIONAL MANAGEMENT TEAMS TO IDENTIFY/RESOLVE CONCERNS.
AUDITS RECORDS MAINTAINED BY RETENTION LIEUTENANTS IN ORDER TO MONITOR
NEW HIRE PROGRESS AND TRAINING. ASSISTS WITH THE DEVELOPMENT OF NEW
CONTENT TO THE PROGRAM. CONDUCTS SUPERVISORY TRAINING, PROVIDES
FEEDBACK AND EVALUATES THE EFFECTIVENESS OF TRAINING. ASSISTS WITH
THE PREPARATION AND EVALUATION OF STATISTICAL DATA PRESENTED IN
VARIOUS REPORTS TO BE SUBMITTED WEEKLY, MONTHLY AND QUARTERLY. SERVES
ON THE RETENTION ADVISORY COMMITTEE.

COMMENTS:

HOURS OF WORK WILL VARY. VISITS TO INSTITUTIONS WILL BE REQUIRED.

****MUST SUBMIT RESUME WITH APPLICATION****