

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 8722820**

**Deputy Superintendent for Administrative Services 2, M-2 8722820**  
**Deputy Superintendent for Administrative Services 3, M-3 8722830**

Brief Description of Class Series

Deputy Superintendents for Administrative Services are responsible for the general management of a correctional facility. Incumbents supervise employees responsible for fiscal matters, labor relations, personnel administration, and for the various facility support operations including business office, commissary; warehousing and stores; food preparation and service; clothing and laundry services; physical plant maintenance and operations; grounds maintenance; transportation services; fire and safety programs; and farm management. Incumbents also monitor the operations of facility Health Units.

These positions are classified at the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

*Deputy Superintendent for Administrative Services 2:* non-competitive; management position; responsible for all business administration, general management, and support services, and the direction and supervision of employees responsible for these assignment areas, at a facility with an incarcerated individual population of between 400 and 699.

*Deputy Superintendent for Administrative Services 3:* non-competitive; management position; responsible for all business administration, general management, and support services, and the direction and supervision of employees responsible for these assignment areas, at a facility with an incarcerated individual population of 700 or more. Positions at this level are also classified in all maximum/maximum security level correctional facilities and the Bedford Hills Correctional Facility.

Related Classes

Incumbents of positions of Deputy Superintendent for Security Services, Deputy Superintendent for Program Services, and Deputy Superintendent of Correctional

Health Care Facility, also work under the direction of a Superintendent of Correctional Facility and are responsible for the security, programming, and health care functions at a correctional facility.

### Illustrative Tasks

Provides fiscal oversight.

- Coordinates with DOCCS Central Office, the Superintendent, other Deputy Superintendents, Institution Steward, and other such related personnel directly concerned with the facility budget, to produce budget requests and provide written and oral directions for the administration of the facility budget.
- Ensures facility payroll is appropriately prepared in a timely manner by resolving more difficult problems and by issuing written and oral directives.

Serves as member of the Executive Committee at a facility.

- Attends meetings with other Deputy Superintendents and management staff to discuss overall policies relating to the operation of a facility.
- Presents recommendations to resolve problems in the area of administrative services.
- Evaluates present activities and operations at a facility in collaboration with other members of the Executive Committee.
- Implements directives of the Executive Committee concerning the administrative areas.

Assumes management responsibility of an absent Superintendent.

- Discharges all normal functions of a Superintendent.
- Executes all department policy, rules, and regulations relating to all activities at a facility and provide necessary leadership.
- Serves as Officer-of-the-Day on assigned weekends, holidays, or other designated period, providing direction over and having complete responsibility for all of the activities within the facility.
- Remains on call to receive all emergency or extraordinary messages at any time of the day or night for the period when acting as designated Officer-of-the-Day.

May serve as a member of the Time Allowance (may also serve as chair), Training, Environmental Services, Incarcerated Individual Classification, Internal Control, or any other committee as directed by the Superintendent.

- Provides contributing judgment to assist in the formulation of decisions in conjunction with other members serving on committees.
- Coordinates the implementation of decisions arrived at by such committees concerning administrative services.

Supervises subordinate staff.

- Provides supervision, guidance, and oversight to subordinate staff, and intervenes and resolves problems as necessary.
- Determines and oversees staff assignments.
- Approves leave and tracks time and attendance.
- Reviews, monitors, and evaluates staff performance.
- Completes performance evaluations.
- Identifies training needs and arranges for provision of training.
- Manages and directs program activities by setting priorities and deadlines.

Oversees personnel management.

- Collaborates with DOCCS Central Office, the Superintendent, and other Deputy Superintendents to develop labor relations policies and procedures, issue written and oral directives to facility personnel, and meet with facility supervisors to discuss labor relations program and resolve problems.
- Conducts frequent meetings with unit heads or employees responsible for management functions to ensure coordination and cooperation among the units.
- Supervises employees responsible for all support services at the facility, including business office, commissary, food service, clothing, and laundry; plant and grounds maintenance; plant operations; fire safety; and farm management.
- Works with all areas of the facility to develop the capital project and capital equipment budget requests, as well as plans for minor rehabilitation projects, maintaining a thorough understanding of the needs of the facility.

- Monitors the facility's plant maintenance activities, assuring that the facility is maintained in a safe manner and that responses to emergencies are well planned and completed in a timely manner.
- Monitors the operations of the facility's Health Unit to assure the needs of the incarcerated individual population are met. Works closely with health professionals to assure compliance with Department policies.
- Prepares performance ratings and appraisals for employees responsible for the management functions of the facility.

Directs facility Labor Relations program.

- Meets with employee organization representatives to discuss labor relations matters.
- Reviews and makes determinations on the most important and difficult labor relations matters, concerning such matters as grievances, disciplinary actions, and contract interpretations, and refers such matters where appropriate to the Superintendent and/or Central Office.
- Attends meetings and conferences with civilian and security personnel at the facility, union representatives, and with staff from the Departments Central Office.

Conducts Tier 3 Disciplinary Hearings in accordance with established guidelines.

### Minimum Qualifications

Non-competitive: three years of experience in a position in the Department of Corrections and Community Supervision (DOCCS), including one year of experience in a staff administrative position allocated to Grade 21 or higher, OR three years of experience in DOCCS in a staff administrative position allocated to Grade 19 or higher.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 06/2023

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