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

Classification Standard

Occ. Code 8720600

First Deputy Superintendent Correctional Facility, M-5 8720600
Superintendent of Correctional Facility, OS 8720900

Brief Description of Class Series

First Deputy Superintendents provide executive direction to the assigned facility in the absence of the Superintendent of Correctional Facility and attend facility executive board meetings aimed at identifying problem areas and developing resolutions. Incumbents ensure coordination between areas that are overseen by Deputy Superintendents and assist individual Deputy Superintendents in resolving problems specific to their program area of responsibility.

Superintendents of Correctional Facility direct the work and define the duties of all officers and subordinates of the facility. Incumbents are subject to the rules and statutory powers of the Commissioner of Correction, or rules approved by the Commissioner of Correction. These positions are statutory and appointments are made by the Commissioner of Correction, and nothing in this standard shall conflict with the Statutory Authority afforded to the Commissioner of Correction.

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

Distinguishing Characteristics

First Deputy Superintendent Correctional Facility: non-competitive; management position; acts as second-in-command in a maximum-security correctional facility, a facility with a population of 1,000 or more incarcerated individuals, or a facility with a Residential Rehabilitation Unit or Step-Down Program.

Superintendent of Correctional Facility: non-competitive; management position; acts as chief administrative officer with overall responsibility for the supervision and management of the facility. Positions at this level are classified in all facilities.

Related Classes

Incumbents of positions of Deputy Superintendent for Administrative Services, Deputy Superintendent for Program Services, Deputy Superintendent for Security Services, Deputy Superintendent for Reception and Classification, Deputy Superintendent of Correctional Health Care Facility, and Deputy Superintendent of Correctional Mental Health Care Facility, work under the direction of a Superintendent of Correctional Facility or First Deputy Superintendent Correctional Facility and are responsible for the administration, program, security, classification, health care, and mental health care functions at a correctional facility.

Illustrative Duties

First Deputy Superintendent Correctional Facility

Assists and represents the Superintendent of Correctional Facility, and acts on their behalf and under their direction when performing the following duties.

Identifies areas of activities requiring coordinated effort between subordinate Deputy Superintendents to ensure efficiency of operation.

- Conducts meetings to discuss problem areas, resolve conflict, and ensure effective communication between each group represented by a Deputy Superintendent.

- Conducts meetings with each individual Deputy Superintendent to determine the operational status and discuss specific problems which cannot be resolved at the Deputy Superintendent level.

- Takes corrective action to resolve problems as necessary.

- May serve as Officer of the Day.

Directs the facility efforts to meet and maintain the standards of the American Correctional Association of Accreditation for Adult Correctional Facilities.

- Acts as the facility Chief Certification Officer; determines modifications in facility operation and programs that must be made to meet such standards for the approval of the Superintendent of Correctional Facility.

- Develops and makes modifications in facility operation, programs, and policies to ensure conformance with such standards; directs Deputy Superintendents to implement such policy, procedures, and standards of operation.

Oversees facility disciplinary programs for incarcerated individuals.

- Acts as a Superintendent's Hearing Officer for this process as necessary.

- Assigns this function to staff, reviewing their performance and compliance with rules and regulations.

- Provides the facility's point of view concerning the actions in question and may appear as a witness at court proceedings.

Works with the staff of the Department's Office of Special Investigations in a wide variety of cases involving both employee and incarcerated individual misconduct.

- May participate in dealings with facility labor organizations which require participation by a representative of the facility above the level of Deputy Superintendent for Administrative Services.

- Conducts confidential investigations and inquiries concerning the operations of the facility, including the actions of facility staff and incarcerated individuals.

- Ensures resolution of discrepancies cited in audits.

Interacts with facility staff and incarcerated individuals to foster an atmosphere of respect, discipline, and cooperation throughout the facility.

- Researches and develops specialized reports on matters affecting facility operations for use in the overall management process and in the development of facility policy; compiles quarterly and annual reports for areas of responsibility.

- Chairs Joint Case Management Committee and Environmental Services meetings.

- Reviews facility rules and regulations for incarcerated individuals and employees and recommends changes or amendments that will increase the productivity of the facility and result in improved operations.

- May provide oversight of various offices and programs within assigned facility including the Inmate Records Coordinator's Office, Inmate Grievance Program, Day Reporting Program, Work Release Program, and Health Services.

Superintendent of Correctional Facility

Responsible for administrative, fiscal, and security matters within the assigned facility, and may perform First Deputy Superintendent Correctional Facility duties, as necessary.

Minimum Qualifications

First Deputy Superintendent Correctional Facility

Non-competitive: three years of service in a position in DOCCS, one year of which must have been either in a position allocated to M-2 or higher, or as an Assistant Deputy Superintendent.

Superintendent of Correctional Facility

Non-competitive: Must be a qualified DOCCS employee, have three years of experience in correctional work in the Department, and either:

1. Appointed to a permanent competitive position of Grade 27 or higher, or who have a salary equivalent to Grade 27 or higher, for correctional facilities with a population capacity of 400 or more incarcerated individuals; or

2. Appointed to a permanent competitive position of Grade 23 or higher, or who have a salary equivalent to Grade 23 or higher, for correctional facilities with a population capacity of fewer than 400 incarcerated individuals.

Such Superintendents serve at the pleasure of the Commissioner of Correction and shall have such other qualifications as may be prescribed by the Commissioner of Correction, based on differences in duties, levels of responsibility, size and character of the correctional facility, knowledge, skills and abilities required, and other factors affecting the position.

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: 7/2026

KDH