

**STATE OF MINNESOTA
POSITION DESCRIPTION A**

EMPLOYEE'S NAME [Click here to enter text.](#) **EMPLOYEE'S ID #:** [Click here to enter text.](#)
AGENCY/DIVISION: Department of Corrections – Office of Inspector General
CLASSIFICATION TITLE: State Program Admin Manager Princ
WORKING TITLE (if different): DOC Inspector General
POSITION CONTROL NUMBER: 01135359
APPRAISAL PERIOD: July to July

Employee's Signature (This position description accurately reflects my current job.) **Date**

Supervisor's Signature (This position description reflects the employee's current job.) **Date**

POSITION PURPOSE: The Inspector General (IG) is the chief regulatory officer for the Department of Corrections, responsible for the overall accountability for the management and oversight of the Office of Professional Accountability, Inspection and Enforcement Unit, Title II ADA Compliance, and Risk Management and Internal Controls Unit. The IG will provide strategic services and leadership to the Commissioner and Senior Management Team. The IG will also make recommendations to the Commissioner, based upon the results of employment investigations, jail/detention facility inspections, facility security audits, and risk and internal control assessments on additional controls and program policy changes that should be implemented to reduce or prevent agency risk.

REPORTABILITY

Reports to: Commissioner

Supervises: Director of the Office of Professional Accountability
Director of Inspection and Enforcement
ADA Compliance Manager
(2) Auditor Senior

DIMENSIONS

Budget: \$3.2 million

Clientele: Those employed by the DOC, other state agencies; Governor, Lt Governor and staff; community providers; labor unions, county leaders and staff; tribal leaders; advocates; ; community leaders and organizations; state and federal regulatory agencies and professional associations

POSITION DESCRIPTION B

POSITION RESPONSIBILITIES:

DOC employees are inherently responsible for demonstrating behavior that reflects the department's mission, vision, and values. Employees with offender contact are additionally responsible for effecting positive change in offender behavior by interacting with offenders in a professional manner and utilizing tools that enhance an offender's motivation to change. All employees, regardless of classification, have a collective responsibility to protect the public, maintain security and/or control of work sites, provide for the safety of staff, visitors and offenders, and positively impact victims, offenders and communities. All employees are expected to be alert at all times and to report or intervene immediately according to agency policies and procedures.

Responsibility No. 1: Provide internal leadership for all Office of Inspector General (IG) programs and human and fiscal resources to provide integration and alignment of various functions previously distributed across DOC administrations.

Priority: A

% of Time: 35%

Discretion: A

0% of Contact Time with Offender(s):

35% of Time Non-Offender Contact:

Tasks:

- a. High level management of the OIG areas of oversight and the actions taken as a result of these activities.
- b. Determine, secure, and allocate resources among the areas of oversight as necessary to accomplish priorities, ensure program integrity, and maximize resources and available expertise.
- c. Develop and maintain a conceptual framework for programs, guidelines, policies, protocols, and processes to provide creative, yet cost-effective oversight of the OIG programs and activities consistent with state and federal standards and requirements and the intended overall purpose of the Office.
- d. Exercise supervisory authority (hire, assign, develop, direct, reward, promote, transfer, discipline, suspend, discharge, and mediate/adjust grievances) so that applicable labor agreements and plans are equitably administered, and OIG employees will effectively perform assigned job duties to achieve the annual priorities, goals, and objectives of the Office.
- e. Oversee development of OIG budgets and annual spending plans.
- f. Convene regular meetings of the OIG management team to ensure communication coordination of efforts, conduct annual or more frequent performance and employee development interviews.
- g. Manage consolidation activities to ensure uniform and fair licensing and investigative processes, and appropriate enforcement responses.
- h. Direct the development of annual program goals and divisional performance plans.
- i. Guide OIG efforts and initiatives in performance measurement and data analysis to support the agency's and office's leadership teams in their decision-making.
- j. Review and respond to monthly divisional reports against performance plans; review investigation reports to identify systemic and programmatic vulnerabilities.
- k. Direct the management, interpretation, and release of OIG investigative reporting assuring data practices laws and collective bargaining agreements are complied with

- I. Manage collaboration and communication with program divisions in all administrations within DOC so they understand OIG role, priorities, reporting needs, etc.

Responsibility No 2: Participate as a member of the Commissioner's Senior Management Team to provide strategic information on trends and areas of risk for the DOC.

Priority: A

% of Time: 25%

Discretion: A

0% of Contact Time with Offender(s):

25% of Time Non-Offender Contact:

Tasks:

- a. Develop and maintain comprehensive knowledge and understanding of the agency's mission, activities, priorities, core values, and program objectives.
- b. Alert the Commissioner, Deputy Commissioners and Chief Financial Officer to federal and state fraud issues requiring attention and offer strategies and solutions for consideration.
- c. Alert agency leadership on issues that may result in litigation or other exposures to the agency.
- d. Prepare and present information to agency leadership relative to the issues being examined by the Inspector General's office. Apprise management of the implications and options and take corrective action where appropriate.

Responsibility No 3: Provide external leadership to guide OIG legislative, media and partner relations to ensure adequate collaboration, communication, and coordination. This will include working relationships with other oversight entities such as the legislative auditor, MMB, Ombudsman for Corrections, etc. to ensure coordination of activities.

Priority: A

% of Time: 20%

Discretion: A

0% of Contact Time with Offender(s):

20% of Time Non-Offender Contact:

Tasks:

- a. Oversee the development of state legislation and administrative rules governing the OIGs functions; and the administration of associated rules, ensuring compliance with operations requirements.
- b. Lead the development and preparation of legislation related to OIG responsibilities to further DOC's policy initiatives and testify or assign responsibility as appropriate in support of these initiatives.
- c. Oversee the preparation of news releases and conduct interviews with media representatives as appropriate to keep the public informed as appropriate and within data privacy laws on OIG activities.
- d. Oversee communications with the Office of the Legislative Auditor, MMB, as well as federal and other state agency compliance officials to ensure an accurate understanding of trends, patterns and other issues impacting operations, and an appropriate level of coordination.
- e. Arrange and participate in inter and intra-agency meetings as necessary.
- f. Initiate and participate in communicating with constituent groups and convey their concerns to the Commissioner and other Department management staff.

Responsibility No. 4: Initiate and manage special studies to evaluate and resolve Office of Inspector General issues that are critical to the Agency, on behalf of the Commissioner so that concerns of DOC are addressed in a positive manner.

Priority: A

% of Time: 20%

Discretion: A

0% of Contact Time with Offender(s):

20% of Time Non-Offender Contact:

Tasks:

- a. Confer with the Commissioner, Deputy Commissioner, and Chief Financial Officer regarding special assignments to identify and determine appropriate Agency positions and recommended action.
- b. Meet regularly with administration leaders to review issues and problems relating to inter and intra-department coordination of policy development and implementation and suggest solutions to improve the efficiency and efficacy of services to constituents.
- c. Direct the design and development of innovations in fraud detection/mitigation and licensing activities and recommend practices to improve the effectiveness of departmental programs and services.

Does this position meet the requirements for inclusion in the Corrections Employee Retirement Plan?

☐ Yes, total percentage of offender contact time: [Click here to enter text.](#)

☒ No

Note: If the retirement plan has changed since the last position description, review DOC Policy 103.245 for next steps.

POSITION DESCRIPTION C

NATURE AND SCOPE *(relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act.)*

Relationships

This position works closely with the Commissioner, Deputy Commissioners, Assistant Commissioners and with department executive staff to provide information and updates on unit activity. This position also works closely with external stakeholders such as County Sheriffs, Jail Administrators, and County executives. This position will also work closely with the Finance, Grants and Subsidies division, the Office of Special Investigations and Human Resources to ensure that pertinent investigatory information is handled appropriately and confidentially. Additionally, this individual will be responsible for maintaining positive, productive relationships with internal and external stakeholders to ensure clarity of purpose and expectations.

Knowledge, Skills, and Abilities

- Extensive knowledge of
 - systems and methods that are suitable for conducting regulatory activities and the ability to conceptualize, implement, and evaluate practical solutions in a politically charged and programmatically complex environment.
 - organization and structure of corrections systems and the operation of correctional facilities and programs.
 - the numerous components of the Criminal Justice community and their functions and operational procedures.
 - the theories, principles and practices of public administration, organizational management, leadership, human resources, labor relations, and operational planning and management are critical to this position
 - federal, state, and local laws and administrative regulations pertaining to areas of oversight.
- Able to:
 - conduct policy, procedures, program, and budget analyses and evaluation using statistical methods.
 - keep focused on long range issues while meeting short range operational demands.
 - foster acceptance of change and the need to shift priorities and goals.
 - manage large scale operations.
 - develop, implement, evaluate, and alter administrative processes.
 - plan and implement policy, program, operations, and budget changes.
 - delegate effectively, recognizing the expertise, capacity, and growth opportunities of others.
 - effectively manage human, budget, and systems resources.
 - creatively resolve conflicting interests; manage multiple major issues simultaneously and establish credible relationships with elected officials.
 - communicate clearly, effectively, and persuasively-in writing, at meetings, and in public forums.
 - write technical documents, i.e., law, policies, and reports.

Problem Solving

The IG will be faced with the need to solve complex problems involving multiple variables including budget, political, and public attitude changes. Often such problems involve a delicate balance between literal

application of law, practical administration of policy, and the needs of clients and customers. DOC has tremendous power over many of the citizens of the state, and the challenge to the IG will be to ensure that the resources of the state are not wasted and are employed effectively and efficiently to support the department's objectives in a legal manner. Ultimately, communication and service to the citizens of Minnesota who are affected by our actions and policies must be effective. The IG must have the capability to see the big picture and responsibly shape Minnesota's program integrity systems in preparation for the future.

Freedom to Act

Operating within the constraints of applicable state and federal law, this position has considerable independence. This position works closely with the Commissioner, Deputy Commissioners, Chief Financial Officer, and the senior management team in developing policy. This position has freedom to manage priorities, allocate human and fiscal resources, negotiate agreements, and promote creativity and innovation in addressing policy.