

<b>JOB TITLE:</b> Independent Jail Compliance Director, Orleans Parish Jail Facilities	<b>SALARY RANGE:</b> \$150,000-\$200,000. To be finalized by the U.S. District Court.	<b>SUPERVISED BY:</b> U.S. District Court, Judge Lance M. Africk
<b>SUPERVISION EXERCISED OVER:</b> All jail operations and personnel, including supervision of contracts for inmate services (food service, medical).	<b>WORK SCHEDULE:</b> Full-time. As the jail is a 24-hour, seven-day a week operation, the schedule and workload will vary depending upon facility needs.	<b>APPLICATION PROCESS:</b> <b>By July 20, 2018,</b> Send a resume or curriculum vitae and cover letter to opso.compliancedirector2018@usdoj.gov
<p><b>QUALIFICATIONS:</b> Applicants for this position must possess a Bachelor's degree in Criminal Justice, Public Administration or a related field and seven (7) years of experience in an urban jail environment with at least five (5) years at a leadership level, or significant experience working in local adult corrections that the Candidate can equate to the stated qualifications. Candidate shall have excellent management and leadership skills, experience and success in change management, knowledge of modern corrections practices, facilities and technology, and excellent written and verbal skills, including experience in stakeholder, community, and media relations.</p> <p><b>PREFERRED QUALIFICATIONS:</b> Master's degree or certification as one or more of the following: Certified Corrections Executive (CCE) or Certified Jail Manager (CJM). Experience leading a direct supervision jail. Work experience in a jail with an average daily population of more than 1000 inmates in an urban or suburban setting. Leadership experience of management teams. Accountability based management practices. Experience implementing jail reform. Experience with formulating, presenting, and overseeing jail budgets to local governmental entities.</p>		
<p><b>SUMMARY:</b> The Independent Jail Compliance Director is responsible for implementing the requirements of the attached Stipulated Order for Appointment of Independent Jail Compliance Director, and bringing the Orleans Parish jail facility into compliance with an existing federal court Consent Judgment. The Independent Jail Compliance Director shall provide the direction, control and guidance necessary for the safe and effective operation of the Orleans Parish jail facility applying accepted professional standards and in accordance with the existing Consent Judgment. Responsibilities include directing hiring and retention of staff, directing staff discipline and terminations, staff training, organizational structure, incident reporting, internal investigations, quality management, classification, inmate disciplinary procedures, inmate grievance procedures, detainee housing, visitation, sanitation, and medical, dental and mental health services. It further includes human resource management including salary structure, performance appraisal, and promotional processes; oversight of building maintenance; formulating and managing the jail budget; negotiating and overseeing contracts for inmate services (food service, medical); and maintaining proper records.</p> <p>The Independent Jail Compliance Director must exercise consistently sound judgment and initiative, be familiar with current emerging evidence-based practices in jails, national standards and regulatory mandates and remain current in law enforcement and jail administration philosophy, concepts and procedures.</p>		

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of the principles and practices of jail operations and management, direct supervision, pertinent laws, modern correctional evidence-based practices and procedures, ability to oversee collection, analysis, and presentation of relevant data, oversee critical incident reviews/root cause analysis, and current emerging technologies regarding jail operations. Ability to assure communication of technical information and ideas clearly and effectively both orally and in writing to subordinates and employees of OPSO. Problem-solving, prioritization of work objectives, and gaining investment and support by employees of OPSO. Ability to mentor and oversee training of subordinates and employees of OPSO, manage multiple priorities and demands, develop the next generation of leaders in OPSO, prepare concise reports and make appropriate recommendations, understand and interpret laws, policies and procedures related to jail operation, delegate duties and assignments to achieve objectives, and establish and maintain effective working relationships with subordinates and OPSO staff, vendors, consultants, contractors, government officials, community stakeholders, and the Sheriff. Engage in frequent collaboration and communication with the Court-appointed Monitors, Counsel for the Plaintiff Class, and the Department of Justice.

**APPOINTMENT:** The Independent Jail Compliance Director is nominated by the parties, and appointed by the Court. The Independent Jail Compliance Director is not an employee nor a contractor of the City of New Orleans, the Orleans Parish Sheriff's Office, the Department of Justice, or the MacArthur Justice Center.

**Essential Duties:** Job duties are ultimately defined and governed by the Stipulated Order for Appointment of Independent Jail Compliance Director and Consent Judgment, and include:

- Develop and implement strategies for sustainable compliance and improvement consistent with the requirements of the Consent Judgment and Stipulated Order for Appointment of Independent Jail Compliance Director.
- Direct short-term and long-term strategic planning and policy development. Evaluate operations to include policies, procedures and practices and make necessary changes to ensure sustainable compliance with the objectives and goals of the Orleans Parish Jail Consent Judgment.
- Provide clear and concise instruction to subordinates and OPSO staff for achievement of goals and objectives. Mentor and coach subordinates and OPSO staff to develop leaders.
- Establish and manage periodic internal compliance audit processes for operational and program areas. Assure that critical incident review/root cause analyses are conducted to address findings, recommendations, and action plans to mitigate future harm.
- Review and evaluate overall OPSO workforce effectiveness and individual performance of OPSO staff members. Initiative changes as necessary in the assignment of subordinate staff necessary to support objectives and organizational needs.
- Ensure OPSO employee performance standards are initiated and issues addressed. Administer OPSO employee disciplinary action as necessary.

- Interview candidates for executive/management positions and implement selections, reassignments, and other personnel actions. Assemble a management team to assist the Independent Compliance Director in achieving sustainable compliance with the Consent Judgment.
- Direct the development and implementation of pre-service, in-service and specialized training programs to ensure all OSPO employees and contractors receive the training necessary to competently perform their duties and to bring the facility into sustainable compliance with the Consent Judgment.
- Project and formulate budget requirements based on Consent Judgment objectives and future needs and plans. Present budget to City Council. Efficiently manage facility resources, including staff, equipment and supplies.
- Work collaboratively on a routine basis with the Court-appointed Monitors, the Department of Justice, and the Attorneys for the Plaintiff Class to develop, measure and assess the requirements of the Stipulated Order and Consent Judgment. Provide requested information and documentation to the Monitors, the Department of Justice, and the plaintiff class in a timely and thorough manner.
- Meet and confer with community groups and stakeholders on areas of mutual interest.

### **Controlling Documents:**

#### **Consent Judgment:**

[https://www.justice.gov/sites/default/files/crt/legacy/2013/06/12/opp\\_consentjudg\\_6-6-13.pdf](https://www.justice.gov/sites/default/files/crt/legacy/2013/06/12/opp_consentjudg_6-6-13.pdf)

#### **February 11, 2015 Stipulated Order:**

<https://www.justice.gov/crt/case-document/file/1035402/download>

#### **April 22, 2015 Stipulated Order:**

<https://www.justice.gov/crt/case-document/file/1035407/download>

#### **Stipulated Order for Appointment of Compliance Director:**

<https://www.justice.gov/crt/file/868816/download>

#### **Monitors' Reports:**

<http://www.nolajailmonitors.org/monitors-reports.html>