

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **Intermediate Revocation Administrator**

### **Basic Purpose:**

Positions in this job are responsible for providing administrative oversight and management of specific aspects of the Justice Reinvestment Act as it relates to offender Intermediate Revocation Facilities and sanctioning processes.

### **Typical Functions:**

- Plans, organizes and directs offender Intermediate Revocation and sanctioning processes for Division of Community Corrections and related institutional programs. Provides direction to assigned staff in planning, promoting, and implementing aspects of program in accordance with agency goals.
- Interprets and advises agency personnel, general public, judiciary, public officials and other stakeholders on departmental rules/practices/policies, regulations, and laws governing the operation of the agency with respect to Intermediate Revocation Facility placement.
- Defines project scope, goals, and deliverables that support the goals in collaboration with senior management and stakeholders; Develops full-scale program plans and associated communication documents. Prepares administrative, statistical and/or fiscal documents pertaining to program activities and progress to include project trending analysis. Works with the Department's Division of Evaluation and Analysis on the creation and maintenance of on-going statistical data collection.
- Advises senior management on future resource requirements; prioritizes program activities; estimates timetables for assigned activities; develops policies, rules, and regulations consistent with applicable laws pertaining to the administration of the program; provides estimates of resources and participants needed to achieve program goals.
- Manages changes in program scope, responsible for identifying potential issues and crisis situations, and devising related contingency plans; identify and resolve issues and related conflicts.
- Plans, develops and conducts training, seminars, workshops, or meetings as required; represents the agency at meetings, seminars, conferences or during other public information presentations; completes all required reports associated with these activities.
- Responsible for designing and implementing a tracking system using appropriate software tools to track activities related to program activities that interface with agency computer programs; develop tracking/record-keeping system in line with available software systems; provides program evaluations and assessments of results/outcomes.

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- Serves as a liaison to program stakeholders; coordinates with District Courts, District Attorneys, ODOC A&R - Population Unit, District Records Officers, Probation & Parole relative to revocation requests & proceedings, sentencing, facility assignment, progress tracking through release to street or back to Community Corrections.
- Responsible for creating and monitoring of IR Packets vis-a-vis court actions (District Packets of Court Requests/Applications) to determine status of offender placement.

**Knowledge, Skills, and Abilities:**

Knowledge of principles and practices of business or public administration; of statistical and research techniques and data interpretation; of federal and state laws and regulations relating to administration of assigned programs; of the legislative process; of supervisory principles and practices; and of the theories and practices relevant to offender incarceration and supervision. Ability to establish and maintain effective working relationships; to communicate effectively, both orally and in writing; to exercise good judgment in analyzing situations and making decisions; to plan, direct, and review the work of others; and to coordinate the work of organizational units.

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree including at least 24 hours in any combination of psychology, sociology, social work, criminology, education, criminal justice administration, penology, or police science and five (5) years of professional management experience in corrections.

Preferred Qualifications: Master's degree and experience equivalent to or greater than listed above.