

Oklahoma Department of Corrections
Unclassified Job Descriptor

CONTRACT MONITOR SPECIALIST

Basic Purpose:

Positions in this job serve as a liaison for the department, evaluating and ensuring that contracts with private prison facilities or halfway-houses are administered and operated according to the terms of agreement.

Typical Functions:

- Conducts on-site facility reviews and audits of records, files and other documents pertaining to contractual agreements and programs; observes work activities of facility or program staff to determine quality and quantity of work performed; analyzes and evaluates operations, administration and programs under the jurisdiction and scope of related contracts; notifies facilities of deficiencies identified, and takes corrective action as appropriate.
- Establishes monitoring systems to ensure deadlines are met, objectives and tasks completed, and deficiencies corrected; prepares written reports and recommendations for internal department review; conducts investigations of unusual occurrences as needed.
- Provides professional advice and guidance to local officials and staff to ensure proper management of programs and to improve practices and techniques.
- Responsible for ensuring terms of contracts are followed in order to provide a safe, secure, effective, and efficient facility; advises the contract facility of the required standards for safety, security, programs, and facility appearance as outlined in the contractual agreement.
- Coordinates appropriate training for vendors.

Knowledge, Skills, and Abilities:

Knowledge of department policies, procedures, and correctional standards; of state and federal laws regarding public agency privatization issues; contractual agreements and auditing procedures. Knowledge of, and skill in, the use and application of appropriate information technology. Ability to interpret, analyze and resolve complex and technical issues; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships; to organize and conduct several projects

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simultaneously; and to analyze complex situations and adopt an appropriate course of action.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of correctional experience or an equivalent combination of education and experience.