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Major (Corrections)

JOB CODE	JOB FAMILY	PROFILE
JCM416	**Correctional**	**Major (Corrections)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**September 2, 2026**

The Major (Corrections) provides leadership and oversight within the Metropolitan Detention Center. This role ensures compliance with federal, state, and local regulations while maintaining the integrity, efficiency, and safety of facility operations. Directs staff performance through hiring, training, coaching, and discipline, resolves operational challenges, and upholds security and professional standards across all areas of the facility.

FUNCTIONAL AREA

ADMINISTRATIVE

The Major (Corrections) - Administrative oversees and enhances the integrity, efficiency, and effectiveness of the Metropolitan Detention Center's administrative functions. This includes professional standards, the Prison Rape Elimination Act (PREA), inmate grievances, disciplinary appeals, social services, program coordination, classification, investigations, and policy development. The Major ensures all operations comply with federal, state, and local regulations and oversees hiring, training, performance management, coaching, discipline, and terminations.

OPERATIONS

The Major (Corrections) – Operations supports the Deputy Warden in the day-to-day operational management of the facility. Responsibilities include oversight of training, transportation, fleet operations, medical and mental health services, CERT, Honor Guard, K9 unit, recruiting, and peer support. The Major ensures consistent implementation of procedures, supervises staff, resolves operational challenges, and upholds facility safety and security standards.

Job Description

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREA

ADMINISTRATIVE

- Develops and enforces protocols to uphold high professional standards across all administrative functions.
- Conducts assessments and audits to monitor adherence to ethical and professional standards.
- Ensures compliance with PREA standards, leads investigations, and coordinates PREA training.
- Oversees the inmate grievance and disciplinary appeal process to ensure fairness and policy compliance.
- Manages the development of inmate-focused social service programs such as counseling, rehabilitation, and vocational training.
- Collaborates with external partners to support inmate reentry and rehabilitation efforts.
- Oversees classification procedures to ensure accurate custody assignments based on risk and needs.
- Leads investigations into staff and inmate misconduct, ensuring impartiality and documentation.
- Develops and updates departmental policies to reflect current laws and best practices.
- Trains staff on policy changes and assesses impact to recommend improvements.
- Maintains confidentiality of sensitive and/or confidential records, documents, and decisions.
- Performs other job-related duties as assigned depending on operational needs.

OPERATIONS

- Assists the Deputy Warden with the daily management of all operational service areas.
- Ensures compliance with schedules, policies, and procedures across operational departments.
- Quickly resolves staffing, logistical, or security issues as they arise.
- Supervises staff in multiple units, including transportation, CERT, Honor Guard, and healthcare.
- Oversees fleet operations, ensuring maintenance and transport scheduling.
- Coordinates and monitors inmate transportation and ensures adherence to safety protocols.
- Ensures inmates receive proper medical and mental health care through operational support.
- Supports and coordinates CERT activities, including training and emergency deployment readiness.
- Oversees K9 and Honor Guard units and ensures operational preparedness.
- Leads recruitment efforts and new hire orientation in collaboration with HR.
- Oversees the Peer Support Program and supports staff mental health and well-being.

- Serves as an incident commander or supports lead during facility emergencies.
- Monitors and ensures compliance with institutional, state, and federal standards.
- Provides daily briefings and reports to the Deputy Warden on operational status.
- Leads inspections and audits to maintain safety and quality standards.
- Conducts operational meetings and foster clear communication and collaboration among departments.
- Coordinates and schedules staff shifts to ensure proper coverage.
- Maintains confidentiality of sensitive and/or confidential records, documents, and decisions.
- Performs other job-related duties as assigned depending on operational needs.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Criminal Justice, Social Science, Public Administration, Business Administration, or a related field.
- Seven (7) years of work experience involving increasing responsibility in the corrections field.
- Two (2) years in a managerial role.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Experience with tactical units such as CERT, K9 operations, and emergency response is preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Most duties are performed indoors in a temperature-controlled environment.
- Some duties are performed outdoors, exposing the employee to varying weather conditions.
- Employee may be exposed to intermittent noise, vibration, odors, fumes, contagious diseases, and potentially hostile or dangerous situations.
- Indoor surfaces are generally flat and may be carpeted or tiled.
- Indoor environments may involve stairs.
- Outdoor surfaces may be flat or uneven, and may be dry or wet.
- Outdoor work may involve stairs, ladders, hills, or inclines.
- Surfaces encountered outdoors may include natural ground, asphalt, or concrete.
- Employee must be available for on-call duty during emergencies.
- Job hazards include high stress and operating a vehicle.

EQUIPMENT, TOOLS AND MATERIALS

- Regularly uses telephones, computers, fax machines, photocopiers, two-way radios, and pagers for administrative tasks.
- May use security and restraint equipment, mace, and firearms, depending on assignment.
- May use first aid kits, oxygen tanks, fire extinguishers, and other emergency safety equipment as needed.
- Operates a county vehicle as assigned.
- Handles a variety of paperwork, reports, writing tools, forms, and general office supplies.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.