Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

# PREA Administrator

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCM339** | **Correctional** | **PREA Administrator** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Salary** | **$69,451.00 - $109,720.00** | **June 25, 2026** |

The PREA Administrator develops, implements, and oversees standards to eliminate prison rape. Creates policies, procedures, practices, and standards to detect, prevent, and reduce assaults in compliance with the Prison Rape Elimination Act (PREA). Identifies and monitors all reported sexual misconduct, ensures compliance with applicable state and federal laws, and conducts audits to verify adherence to department policies and PREA standards.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Develops procedures to identify and monitor all reports of sexual misconduct and ensure compliance with applicable state and federal laws.
- Conducts audits to verify compliance with department policies and PREA standards.
- Collects, analyzes, and reports compliance data to management; recommends program changes as needed and compiles required reports and statistical data.
- Ensures that all incidents of sexual misconduct are reported immediately through approved methods; substantiates false reports in accordance with disciplinary procedures.
- Provides training on PREA requirements for all staff, including volunteers, medical staff, and mental health staff.
- Establishes procedures for administrative and unit investigations of alleged misconduct.
- Collaborates with staff to prevent sexual assaults and recommends enhancements to facility security.

- Investigates allegations of sexual misconduct, interview victims, and respond immediately to allegations following PREA standards and protocols.
- Identifies trends and patterns to strengthen sexual abuse prevention efforts.
- Provides routine updates to management regarding policy and procedure changes.
- Serves as a liaison and represents the Metropolitan Detention Center, Bernalillo County, and community organizations on PREA-related matters.
- Seeks grant funding opportunities related to PREA and interprets applicable federal and state legislation.
- *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, Criminology, Public Administration, Human Services, or a related field.
- Six (6) years of work experience in corrections, law enforcement, government compliance or related experience.
- Two (2) years of experience in a managerial or supervisory role.

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

## SUPPLEMENTAL INFORMATION

### 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

- A majority of essential duties are performed indoors in a temperature-controlled environment.
- Outdoor duties are sometimes required in the performance of essential duties, and the worker is exposed to natural weather conditions while performing outdoor duties.

- The worker may be exposed to intermittent noise and vibration, a variety of fumes and odors, contagious diseases, and potentially hostile and dangerous situations.
- The indoor working surface is even and may be carpeted or tiled. Indoor surfaces are typically dry and may involve the use of stairs.
- Outdoor surfaces may be even or uneven and may be wet or dry. Outdoor duties may involve the use of stairs or ladders and may be performed on inclines or hills. Outdoor surfaces may include natural ground, asphalt, or concrete.
- Work hazards or potential work hazards include those of a correctional facility environment, with exposure to noise and dangerous situations that could involve serious bodily injury and other health hazards.
- Employee may be required to work a flexible schedule.

## EQUIPMENT, TOOLS, & MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, fax machine, copy machine, and pager.
- The worker may handle first aid and oxygen equipment on an occasional basis.
- Materials and products typically handled in the performance of administrative duties include a wide variety of forms and paperwork, reports, various writing utensils, and a wide assortment of other basic office supplies and materials.

### 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.