

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES**

Corrections Security Administrator

**SERIES NUMBER**

4614

**MAJOR AGENCIES**

Rehabilitation &amp; Correction &amp; Department of Youth Services only

**EFFECTIVE**

01/11/2015

**SERIES PURPOSE**

The purpose of the corrections security administrator occupation is to manage, develop, & implement security operations, policies, & procedures in all adult correctional facilities &/or juvenile facilities within assigned region (i.e., north region or south region) of the state or all Department of Youth Services (DYS) facilities.

**JOB TITLE**

Corrections Security Administrator

**JOB CODE**

46141

**PAY GRADE**

15

**EFFECTIVE**

01/11/2015

**CLASS CONCEPT**

The managerial level class works under administrative direction & requires considerable knowledge of criminal justice or public administration & rules & regulations governing institutional/facility security operations in order to manage, develop, & implement security operations, polices, & procedures in all adult correctional facilities &/or juvenile facilities within assigned region (i.e., north region or south region) of the state or all DYS facilities.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Corrections Security Administrator	46141	EX	01/11/2015	15

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Manages, develops, & implements security operations, policies, & procedures in all adult correctional facilities &/or juvenile facilities within assigned region (i.e., north region or south region) of the state or all DYS facilities; conducts security operations audits pursuant to applicable audit guidelines & standards at assigned institutions/facilities, serves as initial on-site responder for regional directors &/or deputy director to critical incident situations at assigned institutions/facilities to determine & analyze possible security breakdowns; conducts scheduled & unscheduled on-site security inspections at each institution/facility to review, update, & evaluate all aspects of institutional/facility security operations & makes recommendations for changes; formulates & updates policies & procedures with regard to departmental security operations & maintains uniformity throughout department & assists in planning, implementing, & evaluating institutional/facility critical incident management (CIM) scenarios & operation clear outs.

Serves as liaison with institutional/facility staff, security threat group (STG) coordinators office, chief inspectors office, & related agency offices concerning matters of institutional/facility disruptive gang activity & other security related issues; conducts formal & informal investigations as assigned by regional directors, superintendents, &/or deputy director; assists in development & delivery of employee in-service training on agency security policies & CIM; serves as director's designee in mandated 90 day review hearings for administrative control inmates; serves on other committees as assigned by agency director, assistant director, regional directors, &/or deputy director; schedules & conducts quarterly meetings for deputy wardens/correctional institution deputy superintendent of operations & majors; serves as designee during absence of regional director &/or deputy director; operates motorized vehicle (i.e., equipped with sophisticated communication equipment) to travel from one location to another location within assigned region of state & remains accessible should an emergency situation (e.g., security breakdown) arise.

Develops, implements, & updates agency manuals (e.g., security manual; training manual; resource guide); reviews & evaluates security equipment & approves such equipment for purchase; screens & rates employment applications & conducts interviews with applicants (i.e., at both institutional/facility & central office level); formulates correspondence & responds to inquiries from departmental officials, representatives from other correctional agencies & jurisdictions, vendors, general public, & inmates/juveniles; approves & authorizes issuance of identification badges for central office & adult parole authority/parole region personnel; operates office equipment (e.g., personal computer), cameras (e.g., video; still), & 2-way radio.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of criminal justice or public administration or related field of study (e.g., criminology; psychology; business administration); rules & regulations governing security operations in adult/juvenile correctional facilities\*; security methods for detention of inmates/youth in adult/juvenile correctional facility\*; budgeting\*; public relations\*. Skill in operation of personal computer\*; video camera\*; still camera\*; 2-way radio\*. Ability to define problems, collect data, establish facts, & draw valid conclusions; formulate policies & procedures; write agency manuals; gather, collate, & classify information about data, people, or things.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of undergraduate core program in criminal justice or public administration or related field of study (e.g., criminology; psychology; business administration); 36 mos. exp. in managerial or administrative position in penal system; valid driver's license.

-Or 36 mos. exp. as Correction Major, 46537; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Not applicable.

**UNUSUAL WORKING CONDITIONS**

May be exposed to hostile/violent & unpredictable behavior of adult/juvenile offenders; requires travel.