

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

Correctional Farm

SERIES NO.:

4654

MAJOR AGENCIES:

Rehabilitation & Correction Only

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the correctional farm occupation is to oversee farm operations & maintain security of assigned inmates at adult correctional facility.

At the lowest level, incumbents operate farm equipment to plow, cultivate, plant & harvest crops.

At the middle level, incumbents oversee work of assigned inmates & enforce security or supervise farm employees & coordinate overall farm operation.

At the highest level, incumbents administer all farm programs within agency.

CLASS TITLE

Correctional Farm Laborer

CLASS NUMBER

46540

PAY RANGE

04

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of farm techniques & skill in operation of farm equipment in order to plow, cultivate, plant & harvest crops & to perform variety of routine farm labor duties.

CLASS TITLE

Correctional Farm Coordinator

CLASS NUMBER

46541

PAY RANGE

08

EFFECTIVE

09/15/1996

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of farming techniques & security measures & safety practices associated with detention of felons in controlled environment in order to provide work direction & training to inmates assigned to farming operations, monitor inmate activity & maintain custody of assigned inmates.

CLASS TITLECorrectional Farm Assistant
Supervisor**CLASS NUMBER**

46544

PAY RANGE

10

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of farming techniques, farm management & security measures & safety practices associated with detention of felons in controlled environment in order to assist in planning, directing, coordinating & monitoring overall farm operation of assigned correctional facility.

CLASS TITLE

Correctional Farm Supervisor

CLASS NUMBER

46545

PAY RANGE

12

EFFECTIVE

08/04/1996

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of farming techniques, farm management, supervisory principles/techniques & security measures & safety practices associated with detention of felons in controlled environment in order to plan & direct overall farm operations of assigned correctional facility & supervise all farm employees.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correctional Farm Laborer	46540	06	01/09/2005	04

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.)

Operates farming equipment & performs farming & variety of general labor duties (e.g., plows, discs, cultivates, prunes orchards & sprays trees; harvests field crops such as wheat, corn, soy beans & hay; cleans barns, clears brush, cuts trees, builds &/or repairs fences, bales hay & mows grass).

Performs general maintenance &/or repair of farm equipment, tools &/or machinery used (e.g., lubricates & changes oil, oil filters & air filters; replaces &/or repairs worn & broken parts).

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency, state &/or federal rules & regulations governing penal custody farm operations*; farming techniques; addition, subtraction, multiplication & division. Skill in operation & maintenance of farming tools, machinery &/or equipment. Ability to deal with problems involving several variables within familiar context; demonstrate strength to lift 100 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division; 3 mos. trg. or 3 mos. exp. in agricultural farming & operation of related equipment, tools &/or machinery.

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

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

Positions responsible for crop spraying must obtain herbicide/ pesticide applicators license as issued by Department of Agriculture within 1 yr. from date of hire.

UNUSUAL WORKING CONDITIONS:

Exposed to weather conditions, inmate contact & potentially dangerous equipment.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correctional Farm Coordinator	46541	06	09/15/1996	08

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.)

Provides work direction & training to inmates assigned to farming operations, monitors inmate activity & maintains custody of assigned inmates, maintains security of state equipment & supplies, maintains order, discipline & security & enforces rules & regulations of institution.

Instructs inmates in specific segments of assigned farming operation (e.g., milking cows; storing food; planting gardens; care & breeding of livestock such as in dairy herd, beef cattle &/or swine operation; cultivation &/or harvesting of field crops such as wheat, corn, soy beans, hay).

Provides instruction relative to operation, maintenance & storage of farm equipment; performs minor repairs of equipment, tools &/or machinery used in assigned area of farm operation.

Prepares reports & maintains routine records pertaining to specific farm operations; maintains inventory of equipment, materials & supplies & prepares requests for new stock.

Performs inmate duties in emergency situations (e.g., riot, lock-down) & when critical shortages of inmate workers exist.

MAJOR WORKER CHARACTERISTICS:

Knowledge of security measures & safety practices associated with detention of felons in controlled environment*; agency, state &/or federal rules & regulations governing penal custody farm operations*; farming techniques; fractions, decimals & percentages; supervisory principles/techniques*. Skill in operation & maintenance of farming tools, machinery &/or equipment. Ability to deal with problems involving several variables within familiar context; complete routine forms; demonstrate physical fitness; develop good rapport with inmates.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in English & arithmetic that includes reading, writing & speaking English & fractions, decimals & percentages; 12 mos. trg. or 12 mos. exp. in agricultural, &/or dairy farming. Positions assigned pick-up & delivery duties must have Commercial Driver's License.

-Or 9 mos. exp. as Correctional Farm Laborer, 46540. Positions assigned pick-up & delivery duties must have Commercial 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 work rotating shifts; may be exposed to inmates who are dangerous or hostile.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correctional Farm Assistant Supervisor	46544	EX	01/09/2005	10

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.)

Assists daily correctional farm manager in directing, monitoring & coordinating overall daily operations & activities of large correctional farm program (e.g., dairy, swine, beef, granary operations, planting & harvesting, poultry), supervises assigned staff to ensure orderly, safe, secure & profitable farm operations (e.g., assigns & schedules personnel, equipment & materials; schedules & monitors performance & timing of assigned tasks; trains staff in farm activities & in proper use of equipment) & repairs, maintains & oversees maintenance of all farm equipment.

Acts for department head & directly supervises individual farm program within overall farm operation (e.g., dairy, swinery, beef operator) & directs specific activities involved (e.g., feeding, housing, scheduling for slaughter, milking &/or breeding); oversees order, discipline & security of personnel & inmates assigned to farm operations.

Assists in coordinating with department heads & institution administration to develop & implement policies, procedures & programs of farm operation & assumes full responsibility for farm operation in absence of farm manager.

Prepares & assists in preparing reports on farm operations; evaluates equipment & operational needs; orders supplies & equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of security measures & safety practices associated with detention of felons in controlled environment*; agency, state &/or federal rules & regulations governing penal custody farm operations*; farm management*; farming techniques; fractions, decimals & percentages; supervisory principles/techniques. Skill in operation & maintenance of farming tools, machinery &/or equipment. Ability to deal with problems involving several variables within familiar context; complete routine forms; demonstrate physical fitness; develop good rapport with inmates.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in English & arithmetic that includes reading, writing & speaking English & fractions, decimals & percentages; 36 mos. trg. or 36 mos. exp. in agricultural &/or dairy farming; 3 mos. trg. or 3 mos. exp. in supervisory principles/ techniques. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

-Or 12 mos. exp. as Correctional Farm Coordinator, 46541. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

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

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

Positions responsible for crop spraying must obtain herbicide/ pesticide applicators license as issued by Department of Agriculture within 1 yr. from hire.

UNUSUAL WORKING CONDITIONS:

Exposed to weather conditions, inmate contact & potentially dangerous equipment.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correctional Farm Supervisor	46545	EX	08/04/1996	12

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.)

Plans, directs, manages & coordinates entire overall operations & activities of large correctional institution farm programs (i.e., dairy, beef, swine & poultry operations, field crops, truck garden, landscaping, farm equipment maintenance), supervises all correctional farm personnel & plans & oversees maintenance of order, discipline & security of personnel & inmates assigned to farm operations.

Confers & coordinates with departmental & institution administrators on planting & harvesting techniques, equipment needs, material changes &/or improvements necessary for efficient farm operation; coordinates selection, maintenance & replacement of all farm equipment; ensures that activities of farm are in compliance with established regulations for safety, security, sanitation &/or conservation required in farm operation.

Maintains operational (e.g., production; income; expense; budget; requisitions; inventory) & personnel records; prepares work assignments; completes required reports on production & operation; requisitions equipment, materials &/or supplies; attends & conducts meetings & training sessions.

MAJOR WORKER CHARACTERISTICS:

Knowledge of security measures & safety practices associated with detention of felons in controlled environment*; agency, state &/or federal rules & regulations governing penal farm operations*; farm management; farming techniques; fractions, decimals & percentages; supervisory principles/techniques. Skill in operation & maintenance of farming tools, machinery &/or equipment. Ability to deal with problems involving several variables within familiar context; prepare & maintain concise & meaningful reports; demonstrate physical fitness; develop good rapport with inmates.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in English & arithmetic that includes reading, writing & speaking English & fractions, decimals & percentages; 42 mos. trg. or 42 mos. exp. in agricultural &/or dairy farming; 6 mos. trg. or 6 mos. exp. in farm management; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

-Or 6 mos. exp. as Correctional Assistant Farm Supervisor, 46544. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

-Or 18 mos. exp. as Correctional Farm Coordinator, 46541. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

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

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

Positions responsible for crop spraying must obtain herbicide/ pesticide applicators license as issued by Department of Agriculture within 1 yr. from date of hire.

UNUSUAL WORKING CONDITIONS:

Exposed to weather conditions, inmate contact & potentially dangerous equipment.