

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

Correction Warden Assistant

**SERIES NUMBER**

6319

**MAJOR AGENCIES**

Rehabilitation &amp; Correction

**EFFECTIVE**

09/21/2014

**SERIES PURPOSE**

The purpose of the correction warden assistant occupation is to participate in policy development & provide administrative relief for warden for assigned operations, supervise staff as assigned & rotate as duty officer in absence of warden.

**JOB TITLE**

Correction Warden Assistant 1

**JOB CODE**

63191

**PAY GRADE**

12

**EFFECTIVE**

09/21/2014

**CLASS CONCEPT**

The full performance level class works under general supervision & requires considerable knowledge of criminal justice or Ohio's adult rehabilitation & correction system in order to relieve warden of administrative tasks for assigned operations (i.e., excludes responsibility for inmate disciplinary process, correctional facility records office & training program activities), supervise staff as assigned & rotate as duty officer in absence of warden (i.e., maximum of two positions per institution).

**CLASS TITLE**

Correction Warden Assistant 2

**JOB CODE**

63192

**PAY GRADE**

13

**EFFECTIVE**

02/18/1996

**CLASS CONCEPT:**

The advanced level class works under direction & requires considerable knowledge of criminal justice or Ohio's adult rehabilitation & correction system in order to act for warden for assigned operations (i.e., administer & direct inmate disciplinary process, direct operations of correctional facility records office & direct training program activities), supervise assigned staff (i.e., including correctional records management supervisor & training officer) & schedule work assignments for record office personnel & training personnel.

<u>CLASS TITLE</u>	<u>JOB CODE</u>	<u>B.U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correction Warden Assistant 1	63191	EX	09/21/2014	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.)**

Acts for warden for assigned operations (i.e., excludes responsibility for inmate disciplinary process, correctional facility records office & training program activities), supervises assigned as assigned & rotates as duty officer responsible for administrative decisions during institution's evening & weekend hours in absence of warden (i.e., maximum of two positions per institution).

Serves as administrative liaison between warden, resident population & staff & in matters of litigation against institution & staff; assists in staff development & training; develops & analyzes projects (e.g., inmate training, quality control); coordinates activities with bureau of classification (e.g., notification of shipping movement, records, recommendations); represents warden in matters concerning performance evaluation appeals, employee grievances & labor relations; processes & monitors release of information to departments, private organizations, government officials, outside agencies & general public.

Researches & responds to inquiries & complaints from general public & outside agencies; prepares reports, position papers, news releases, legal documents &/or correspondence; processes & monitors release of prison industries information to outside agencies; maintains records & reports; operates computer terminal to review records & data.

Assists warden &/or business manager in fiscal & budget planning according to departmental needs.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of criminal justice; state adult rehabilitation & correction system; English grammar & composition or business communication; supervisory principles/techniques\*; budgeting\*. Skill in operation of computer terminal\*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare findings & recommendations regarding inmate/institution matters; handle sensitive inquiries from & contacts with officials, general public & inmates.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate major core program in criminal justice or related field.

-Or 2 yrs. exp. in Ohio's adult rehabilitation & correction system; 1 course or 3 mos. exp. in English grammar & composition or business communication.

-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:**

Exposed to inmate conflict; rotates as duty officer responsible for administrative decisions during institution's evening & weekend hours.

<u>CLASS TITLE</u>	<u>JOB CODE</u>	<u>B.U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correction Warden Assistant 2	63192	EX	02/18/1996	13

**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.)**

Acts for warden for assigned operations (i.e., administers & directs inmate disciplinary process, directs operations of record office, directs training program activities), supervises assigned staff & schedules work assignments for record office personnel & training personnel.

Serves as principle liaison designee for warden & coordinates public relations activities & researches & responds to inquiries & complaints from general public, outside agencies & media; coordinates institution's responses to litigation involving departmental legal staff & outside agencies (e.g., Office of Attorney General); coordinates responses to & contact with regulatory agencies (e.g., environmental protection agency; OSHA; fire marshall).

Reviews & signs administrative documents on behalf of warden; coordinates &/or chairs meetings &/or team task forces (e.g., problem solving); directs operations of clerical staff as assigned by warden; completes reports; writes correspondence; assists warden &/or business manager in fiscal & budget planning according to departmental needs; recommends policy & procedure changes to warden; participates in developing & implementing policies & procedures for assigned areas.

Serves as duty officer & assumes responsibility for all institution operations during non-business hours; represents warden at meetings; makes speeches; conducts interviews with inmates & makes appropriate decisions impacting status of individual inmates; addresses/resolves issues/concerns brought to attention of warden's office to appropriate staff or departmental section or outside agency; consults with warden regarding sensitive issues; serves as liaison between warden & staff or outside agencies; operates computer terminal to review records & data.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of criminal justice; state adult rehabilitation & correction system; English grammar & composition or business communication; supervisory principles/techniques\*; budgeting\*. Skill in operation of computer terminal\*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare findings & recommendations regarding inmate/institution matters; handle sensitive inquiries from & contacts with officials, general public & inmates.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate major core program in criminal justice or related field; 6 mos. exp. in Ohio's adult rehabilitation & correction system.

-Or 30 mos. exp. in Ohio's adult rehabilitation & correction system; 1 course or 3 mos. exp. in English grammar & composition or business communication.

-Or 6 mos. exp. as Correction Warden Assistant 1, 63191.

-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:**

Exposed to inmate conflict; rotates as duty officer responsible for administrative decisions during institution's evening & weekend hours.