OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Correction Supervisor 1	46535C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from higher-level correction supervisor, supervises correction officers responsible for coverage of posts for assigned shift or on special duty assignment, maintains work force for assigned shift or assigned area, maintains close contact with subordinate personnel & assists staff with training; PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	41-61	Has authority to hire, transfer, suspend, lay off, recall promote, discharge, assign, reward or discipline other public employees (i.e., correction officers); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment, keeps records & files on subordinates & inmates supervised by subordinates, maintains work force for assigned shift or assigned area & supervises subordinates in charge of special events for inmates or residents.	Knowledge of (1) supervision of felons or residents in controlled environment, (2) security measures & safety practices associated with detention of felons or residents in controlled environment, (3) agency, state &/or federal rules & regulations governing penal custody operations; ability to (4) deal with problems involving several variables within familiar context, (5) maintain accurate records, (6) establish friendly atmosphere as supervisor of work unit, (7) demonstrate physical fitness.
2	15-35	Controls flow of personnel, residents or inmates throughout institution or assigned area in institution & maintains contact with personnel on duty to be aware of unusual situations that may arise &/or problems that need to be resolved.	Knowledge of 1, 2, 3; ability to 4, 6, (8) complete routine forms.
3	8-18	Periodically inspects corridors, cells, recreational areas, dining halls & work areas & checks for compliance to established safety, health & security standards.	Knowledge of 1, 2, 3; ability to 4, 5.

(355)

123: 1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May work evening or night shift; exposed to dangerous inmates or residents.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 300 hrs. training in supervision of felons or residents in controlled environment (or 3 mos. exp.); 100 hrs. training in security measures & safety practices associated with detention of felons or residents in controlled environment (or 1 mo. exp.); 100 hrs. training in agency, state &/or federal rules & regu-

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	6-16	Instructs & trains correction officers in assigned duties; tours institution reporting &/or correcting any emergencies, problems or irregular performances of staff & completes necessary reports for follow-up by superior officers.	Knowledge of 1, 2, 3, (9) employee training & development*; ability to 4, 6, (10) prepare meaningful, concise & accurate reports.

(356)

123: 1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* lations governing adult penal custody or forensic mental health operations (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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