NEW AUG 0 2 1981

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Correction Supervisor 3	CODE: 46537C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from institution deputy superintendent, or police chief, or correction supervisor 4, supervises all lower-level correction supervisors 2 & all security activities for one entire assigned shift in adult correctional facility, or in mental health institution, supervises all lower-level correction supervisors 2 & all security activities on one entire assigned shift of free-standing hospital (i.e., Oakwood Forensic Center) or all three shifts of treatment unit (e.g., forensic unit of Dayton Mental Health & Central Ohio Psychiatric Hospital), prepares work schedules, makes daily assignments, conducts investigations, inspects security, maintains discipline & control of inmates or residents arbitrates disputes & conducts training sessions for co-rection officers;

PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	32-52	A-In adult correctional facility, is responsible for all security activities for one entire shift & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., all correction supervisor 2's); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment. B-In mental health forensic institution, is responsible for all security activities on one entire shift of free standing hospital (i.e., Oakwood Forensic Center) or all three shifts of treatment unit (e.g., forensic unit of Dayton Mental Health Center or Central Ohio Psychiatric Hospital) & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., all employees classified as Correction Supervisor 2, 46536); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) supervision, (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, (4) criminal justice*; ability to (5) interpret variety of institutions in written, oral, picture or scheduled form, (6) complete routine forms, (7) establish friendly atmosphere as supervisor of shift, (8) demonstrate physical fitness. *Developed after employment

(359)

123:1-7-17

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

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 1000 hrs. training in supervision of felons or residents in controlled environment (or 12 mos. exp.); 600 hrs. training in security measures & safety practices associated with detention of felons or residents in controlled environment (or 6 mos. exp.); 600 hrs. training in agency, state &/or federal rules & regulations governing adult penal custody or forensic mental health operations

NEW AUG 0 2 1997

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Correction Supervisor 3

CODE: 46537C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	15-35	Plans & prepares shift work schedules & daily assignments, performs inspections & investigations, takes disciplinary actions, approves staff vacation, sick leave &/or leaves of absence & checks reports relative to safety, sanation, health & security of employees, inmates or residents & institution.	Knowledge of 1, 2, 3, (9) manpower development*; ability to 6, 7, 8, (10) define problems, collect data, establish fact & draw valid conclusions.
3	4-24	Makes inspection tours to observe shift activity & to ensure compliance with all security, safety, sanitation, fire &/or other institutional regulations & prepares required reports for administrative staff.	Knowledge of 2, 3, 9*; ability to 10, (11) prepare meaningful, concise & accurate reports.
4	14-24	Maintains discipline & control of residents or inmates or staff in assigned area; arbitrates disputes & provides corrective counseling; investigates compliants of abuses & resolves problem; assists with institution training program.	Knowledge of 1, 2, 3, (12) employee training & development; ability to 7, 8, 10.

(360)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
(or 6 mos. exp.); 600 hrs. training in supervision of subordinate employees (or 6 mos. exp. supervising subordinate staff); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Correction Supervisor 3

CODE: 46537C