

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Correction Specialist

SERIES NO.:

6318

MAJOR AGENCIES:

Rehabilitation & Correction

EFFECTIVE DATE

SERIES PURPOSE:

The purpose of the correction specialist occupation is to oversee total operations of inmate program unit & supervise unit staff.

CLASS TITLE:

Correction Specialist

CLASS NUMBER:

63181

EFFECTIVE DATE:

01/23/1994

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of correctional unit operations & treatment programs in order to oversee & evaluate all phases of unit program, develop guidelines & procedures for activities & operations & supervise or monitor unit staff.

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| CLASS TITLE Correction Specialist | CLASS NUMBER: 63181 | BARGAINING UNIT: EX |
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EFFECTIVE DATE:

01/23/1994

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.)

Oversees & directs total operations of inmate program unit (i.e., residential living area housing from 200 to 400 inmates providing all client related services such as psychological, social work, safety, security & sanitation), develops guidelines & procedures for all activities, evaluates program unit to ensure goals & objectives are fulfilled & supervises or monitors unit staff.

Chairs variety of institution committees (e.g., job reclass; lock & bed assignments; security reviews), serves on other committees as requested (e.g., Rules Infraction Board; Use of Force) & acts as institution duty officer on rotating basis.

Responds to inmate kites, letters & inter-departmental correspondence, processes required unit documentation (e.g., inmate discipline; furlough; security level) & orders supplies & equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; adult rehabilitation & correction system; behavioral or social sciences. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, accurate & concise reports; handle sensitive contacts with inmates.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 yrs. trg. or 3 yrs. exp. in adult rehabilitation & correction system; 3 courses or 9 mos. exp. in behavioral or social sciences.

-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.