

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

Corrections Classification Specialist

SERIES NUMBER

6983

MAJOR AGENCIES

Rehabilitation & Correction Only

EFFECTIVE

06/30/2008

SERIES PURPOSE

The purpose of the corrections classification specialist occupation is to identify & recommend appropriate risk/security level within established time-frames for newly received inmates within adult penal system, with employee housed in assigned correctional reception center (e.g., Orient, Lorain, Marysville), or in central office location, to review inmate file materials (e.g., pre-sentence reports & offender background investigation reports) & extract, enter & analyze data to provide statistics & information about inmate population, travel to correction reception centers to conduct onsite interviews with inmates & if assigned, act as back-up for Corrections Classification Specialists located at correctional reception centers.

JOB TITLE

Corrections Classification Specialist

JOB CODE

69831

PAY GRADE

09

EFFECTIVE

06/30/2008

CLASS CONCEPT

The full performance level class works under direction & requires considerable knowledge of social work, rehabilitation principles & practices, human relations, interviewing, sociology, penitentiary reception & security-level classification standards & regulations &/or legal & criminal justice terminology & offender history classification code book terminology & standards in order to identify & recommend appropriate risk/security level within established time-frames for newly received inmates within adult penal system, with employee housed within assigned correctional reception center (e.g., Orient, Lorain, Marysville), or in central office location, to review inmate file materials (e.g., pre-sentence reports & offender background investigation reports) & extract, enter & analyze data to provide statistics & information about inmate population, travel to correction reception centers to conduct onsite interviews with inmates & if assigned, act as back-up for Corrections Classification Specialists located at correctional reception centers.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Corrections Classification Specialist	69831	12	06/30/2008	09

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.)

In correctional reception center, identifies & recommends appropriate risk & security (i.e., minimum, medium, close, maximum or administrative maximum) levels within established time-frames for newly received inmates within adult penal system (e.g., reviews & examines inmate record file to include criminal history, outlines of arrests & convictions, commitment documents, court completed pre-sentence investigations, offender background investigation, Federal Bureau of Investigation &/or Bureau of Criminal Investigation reports) & based upon review, completes pre-designed classification forms (e.g., security instrument & risk assessment) which results in numerical rating reflecting appropriate security level, matches level with related correctional facility, notifies case manager in cases of intensive risk level, interviews inmate to complete intake questionnaire & inmate orientation checklist, verify accuracy & consistency of file information, exchange information such as inmate &/or family concerns, separation &/or protective custody requests, street gang affiliations, parole eligibility, ensures accuracy of inmate classification & placement recommendation, observes & notes any interview aspects or occurrences which could result in recommendation of administrative override (i.e., recommendation deviating from security level rating result), such as violent inmate behavior, admission to previous escape attempt not found in inmate records, or inmate's public notoriety requiring higher security & in cases of security level recommendation of maximum or higher, submits data to supervisor &/or warden's designee for review & signature;

OR

In central office location, reviews inmate file materials (e.g., pre-sentence reports, offender background investigation reports) & extracts, enters & analyzes data to provide statistical information about inmate population, travels to correction reception centers to conduct onsite interviews with inmates & if assigned, acts as back-up for Corrections Classifications Specialists located at correctional reception centers (e.g., questions inmate regarding demographical & sociological background, prior physical, mental or sexual abuse & mental health status, extracts data from reports & assigns numerical score that corresponds to variables in offender history data base, codes data based on guidelines found in criminal code book, enters information into offender history databases for use by internal & external users, reviews computerized records & reports, pre-sentence investigations, internet sites &/or microfiche files to locate missing or dated information in order to complete individual cases, utilizes statistical analysis software to perform error checking, cleaning, repair & analysis of data, creates reports which provide detailed statistics & information about overall inmate population for purposes of prison population projection, demographical studies & legislative proposals.

Screens incoming inmates to determine eligibility for optional treatment programs such as applicable county treatment programs (e.g., Linking Offenders with New Chances) &/or DRC Intensive Program Prisons (i.e., IPP) which may reduce inmate's sentence (e.g., ensures proper coordination of ODRC policy & Ohio Revised Code regulations with requirements set forth by treatment program, researches severity of current offense, felony level, prior convictions &/or presence of gun specifications, prepares & presents orientation materials to explain available programs to eligible inmates, prepares & issues notification letters to prosecuting attorneys & sentencing judge of inmates who choose to participate); enters inmate visitation list & emergency contact information into database & follows up to obtain missing information; maintains & secures accurate, organized files containing confidential information about inmate (e.g., protective custody status, separation requests); & ensures accurate & timely recording, filing, maintenance & generation of records, forms & paperwork pertinent to inmate reception & placement process (e.g., psychological screenings completed by psychology department; inmate identification information; medical evaluations to be completed prior to inmate classification, interview information).

Responds in-person or via telephone or written communication to inquiries &/or complaints from inmates; responds to concerns &/or complaints from inmates' families regarding inmate placement (e.g., family objections to security placement; requests for members of same family to be placed at same institution), communicates with other agencies or sources (e.g., judges, county sheriffs, prosecuting attorneys) & general public; completes reports (e.g., incident reports, weekly & monthly reports) & attends meetings & trainings as required.

MAJOR WORKER CHARACTERISTICS

Knowledge of agency rules & regulations governing penitentiary reception & security-level classification activities*; social sciences (e.g., social work, sociology, psychology, criminal justice); human relations; interviewing. Skill in word processing; operation of personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; gather, collate & classify information about data, people or

things; maintain accurate records; develop good rapport with inmates & conduct inmate interviews; handle sensitive inquiries from & contacts with inmates, their relatives, attorneys/prosecutors, judges & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

-Completion of associate core program in criminal justice, sociology, social science, psychology or related field.

-Or 18 mos. exp. in criminal justice, corrections, sociology, social work, &/or psychology or related field.

-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 potentially violent inmates; work is confined to secure area; travel required of employees housed in central office location; may be required to provide own transportation.