

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Correction Job Placement Specialist

SERIES NO.:
6984

MAJOR AGENCIES:
Rehabilitation & Correction

EFFECTIVE DATE:

SERIES PURPOSE:

The purpose of the correction job placement specialist occupation is to recommend job assignments for inmates based on operational needs of the assigned institution & the documented skills of inmates.

CLASS TITLE:

Correction Job Placement Specialist

CLASS NUMBER:

69841

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of vocational appraisal/assessment in order to recommend the best match between available inmate skills & the jobs to be filled within the assigned institution & to maintain all related records & payroll.

<u>CLASS TITLE:</u> Correction Job Placement Specialist	<u>CLASS NUMBER:</u> 69841	<u>BARGAINING UNIT:</u> 10
---	--------------------------------------	--------------------------------------

EFFECTIVE DATE:
03/26/1990

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.)

Monitors & maintains all data relative to inmate employment at assigned institution (e.g., interviews inmates to gather data & develops employment portfolio; monitors & maintains table of organization to ensure job placements meet institutional needs & to maintain racial balance on job assignments; enters data into computer concerning daily changes of jobs, locks, security status, employment histories & related information; prepares inmate payroll & maintains data on computer & card system; reviews all requests for inmate job or pay changes & takes appropriate action; classifies new jobs according to Dictionary of Occupational Titles).

Makes initial & reclassification recommendations of inmates for job placement within assigned institution.

MAJOR WORKER CHARACTERISTICS:

Knowledge of vocational appraisal/assessment; interviewing; departmental policies & procedures governing classification & reclassification of inmates for institutional employment*. Skill in operation of video display terminal*. Ability to match skills of inmates with available jobs to meet institution's needs; prepare & maintain accurate reports & records; gather, collate & classify information concerning data, people or things; establish good rapport with inmates & work cooperatively with other institutional personnel.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

1 course or 3 mos. exp. in vocational appraisal/assessment; 1 course or 3 mos. exp. in interviewing.

-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:

May be exposed to potentially dangerous inmates.