

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Correctional Farm
<u>MAJOR AGENCIES:</u> Rehabilitation & Correction Only

<u>SERIES NO.:</u> 4654
<u>EFFECTIVE DATE:</u> 09/01/2019

SERIES PURPOSE:

The purpose of the correctional farm occupation is to oversee farm operations & maintain security of assigned inmates at adult correctional facility.

At the first level, incumbents oversee work of assigned inmates & enforce security or supervise farm employees & coordinate overall farm operation.

JOB TITLE

Correctional Farm Coordinator

JOB CODE

46541

PAY GRADE

08

EFFECTIVE

09/15/1996

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of farming techniques & security measures & safety practices associated with detention of felons in controlled environment in order to provide work direction & training to inmates assigned to farming operations, monitor inmate activity & maintain custody of assigned inmates.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correctional Farm Coordinator	46541	06	09/15/1996	08

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.)

Provides work direction & training to inmates assigned to farming operations, monitors inmate activity & maintains custody of assigned inmates, maintains security of state equipment & supplies, maintains order, discipline & security & enforces rules & regulations of institution.

Instructs inmates in specific segments of assigned farming operation (e.g., milking cows; storing food; planting gardens; care & breeding of livestock such as in dairy herd, beef cattle &/or swine operation; cultivation &/or harvesting of field crops such as wheat, corn, soy beans, hay).

Provides instruction relative to operation, maintenance & storage of farm equipment; performs minor repairs of equipment, tools &/or machinery used in assigned area of farm operation.

Prepares reports & maintains routine records pertaining to specific farm operations; maintains inventory of equipment, materials & supplies & prepares requests for new stock.

Performs inmate duties in emergency situations (e.g., riot, lock-down) & when critical shortages of inmate workers exist.

MAJOR WORKER CHARACTERISTICS:

Knowledge of security measures & safety practices associated with detention of felons in controlled environment*; agency, state &/or federal rules & regulations governing penal custody farm operations*; farming techniques; fractions, decimals & percentages; supervisory principles/techniques*. Skill in operation & maintenance of farming tools, machinery &/or equipment. Ability to deal with problems involving several variables within familiar context; complete routine forms; demonstrate physical fitness; develop good rapport with inmates.

(*)Developed after employment.

COMPETENCIES

Getting Information
Identifying Objects, Actions, and Events
Inspecting Equipment, Structures, or Material

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in English & arithmetic that includes reading, writing & speaking English & fractions, decimals & percentages; 12 mos. trg. or 12 mos. exp. in agricultural, &/or dairy farming. Positions assigned pick-up & delivery duties must have Commercial Driver's License.

-Or 9 mos. exp. as Correctional Farm Laborer, 46540. Positions assigned pick-up & delivery duties must have Commercial Driver's License.

-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 work rotating shifts; may be exposed to inmates who are dangerous or hostile.