<table>
<thead>
<tr>
<th>CLASSIFICATION SERIES:</th>
<th>SERIES NO.:</th>
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<tbody>
<tr>
<td>Correctional Farm</td>
<td>4654</td>
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<tr>
<th>MAJOR AGENCIES:</th>
<th>EFFECTIVE DATE:</th>
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<tbody>
<tr>
<td>Rehabilitation &amp; Correction Only</td>
<td>09/01/2019</td>
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**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.

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB CODE</th>
<th>PAY GRADE</th>
<th>EFFECTIVE</th>
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<tbody>
<tr>
<td>Correctional Farm Coordinator</td>
<td>46541</td>
<td>08</td>
<td>09/15/1996</td>
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**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.
JOB TITLE: Correctional Farm Coordinator  
JOB CODE: 46541  
B. U.: 06  
EFFECTIVE: 09/15/1996  
PAY GRADE: 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.