

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

Correction Warden Assistant

SERIES NUMBER

6319

MAJOR AGENCIES

Rehabilitation & Correction

EFFECTIVE

10/29/2017

SERIES PURPOSE

The purpose of the correction warden assistant occupation is to participate in policy development & provide administrative relief for warden for assigned operations, supervise staff as assigned & rotate as duty officer in absence of warden.

JOB TITLE

Correction Warden Analyst

JOB CODE

63190

PAY GRADE

11

EFFECTIVE

10/29/2017

CLASS CONCEPT

The first full performance level class works under general supervision & requires considerable knowledge of criminal justice or Ohio's adult rehabilitation & correction system in order to relieve warden of administrative tasks by serving as institution's Security Threat Group (STG) Coordinator & rotate as duty officer in absence of warden (i.e., maximum of two positions per institution).

JOB TITLE

Correction Warden Assistant 1

JOB CODE

63191

PAY GRADE

12

EFFECTIVE

10/29/2017

CLASS CONCEPT

The second full performance level class works under general supervision & requires considerable knowledge of criminal justice or Ohio's adult rehabilitation & correction system in order to relieve warden of administrative tasks for assigned operations (i.e., excludes responsibility for inmate disciplinary process, correctional facility records office & training program activities), supervise staff as assigned & rotate as duty officer in absence of warden (i.e., maximum of two positions per institution).

CLASS TITLE

Correction Warden Assistant 2

JOB CODE

63192

PAY GRADE

13

EFFECTIVE

02/18/1996

CLASS CONCEPT:

The advanced level class works under direction & requires considerable knowledge of criminal justice or Ohio's adult rehabilitation & correction system in order to act for warden for assigned operations (i.e., administer & direct inmate disciplinary process, direct operations of correctional facility records office & direct training program activities), supervise assigned staff (i.e., including correctional records management supervisor & training officer) & schedule work assignments for record office personnel & training personnel.

<u>CLASS TITLE</u>	<u>JOB CODE</u>	<u>B.U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correction Warden Analyst	63190	EX	10/29/2017	11

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.)

Acts for warden by serving as institution's STG Coordinator (i.e., identifies, monitors & manages offender groups through targeted intelligence collection, analysis & dissemination; provides training & technical support for security staff; implements & enforces STG policies & procedures institution-wide) & rotates as duty officer responsible for administrative decisions during institution's evening & weekend hours in absence of warden (i.e., maximum of two positions per institution).

Serves as administrative liaison between warden, Operation Support Center (OSC), STG Administrator, Legal Services & Bureau of Classification & staff; assists in staff development & training; conducts initial & ongoing interviews to determine inmate classification levels to identify gang affiliation (e.g., passive, active & disruptive); creates & maintains inmate electronic records as it relates to gang activity (e.g., film, notes, pictures, updated classification levels); coordinates activities with Bureau of Classification (e.g., notifications of inmate activity to determine appropriate actions); informs warden in matters concerning STG activity & assists with investigations; processes & monitors release of information to departments in conjunction with private organizations, government officials, outside agencies & general public prior to release.

Researches & responds to inquiries & complaints from general public, outside agencies & inmates; prepares reports, maintains & audits records according to department standards; operates computer to review records & data & update databases.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice; state adult rehabilitation & correction system; English grammar & composition or business communication. Skill in operation of computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare findings & recommendations regarding inmate/institution matters; handle sensitive inquiries from & contacts with officials, general public & inmates.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate major core program in criminal justice or related field.

-Or 21 mos. exp. in Ohio's adult rehabilitation & correction system; 1 course or 3 mos. exp. in English grammar & composition or business communication.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Successful completion of Advanced STG training within one year from date of hire.

UNUSUAL WORKING CONDITIONS:

Exposed to inmate conflict; rotates as duty officer responsible for administrative decisions during institution's evening & weekend hours.

<u>CLASS TITLE</u>	<u>JOB CODE</u>	<u>B.U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correction Warden Assistant 1	63191	EX	10/29/2017	12

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.)

Acts for warden for assigned operations (i.e., excludes responsibility for inmate disciplinary process, correctional facility records office & training program activities), supervises staff as assigned & rotates as duty officer responsible for administrative decisions during institution's evening & weekend hours in absence of warden (i.e., maximum of two positions per institution).

Serves as administrative liaison between warden, resident population & staff & in matters of litigation against institution & staff; assists in staff development & training; develops & analyzes projects (e.g., inmate training, quality control); coordinates activities with bureau of classification (e.g., notification of shipping movement, records, recommendations); represents warden in matters concerning performance evaluation appeals, employee grievances & labor relations; processes & monitors release of information to departments, private organizations, government officials, outside agencies & general public.

Researches & responds to inquiries & complaints from general public & outside agencies; prepares reports, position papers, news releases, legal documents &/or correspondence; processes & monitors release of prison industries information to outside agencies; maintains records & reports; operates computer terminal to review records & data.

Assists warden &/or business manager in fiscal & budget planning according to departmental needs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice; state adult rehabilitation & correction system; English grammar & composition or business communication; supervisory principles/techniques*; budgeting*. Skill in operation of computer terminal*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare findings & recommendations regarding inmate/institution matters; handle sensitive inquiries from & contacts with officials, general public & inmates.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate major core program in criminal justice or related field.

-Or 2 yrs. exp. in Ohio's adult rehabilitation & correction system; 1 course or 3 mos. exp. in English grammar & composition or business communication.

-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; rotates as duty officer responsible for administrative decisions during institution's evening & weekend hours.

<u>CLASS TITLE</u>	<u>JOB CODE</u>	<u>B.U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correction Warden Assistant 2	63192	EX	02/18/1996	13

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.)

Acts for warden for assigned operations (i.e., administers & directs inmate disciplinary process, directs operations of record office, directs training program activities), supervises assigned staff & schedules work assignments for record office personnel & training personnel.

Serves as principle liaison designee for warden & coordinates public relations activities & researches & responds to inquiries & complaints from general public, outside agencies & media; coordinates institution's responses to litigation involving departmental legal staff & outside agencies (e.g., Office of Attorney General); coordinates responses to & contact with regulatory agencies (e.g., environmental protection agency; OSHA; fire marshall).

Reviews & signs administrative documents on behalf of warden; coordinates &/or chairs meetings &/or team task forces (e.g., problem solving); directs operations of clerical staff as assigned by warden; completes reports; writes correspondence; assists warden &/or business manager in fiscal & budget planning according to departmental needs; recommends policy & procedure changes to warden; participates in developing & implementing policies & procedures for assigned areas.

Serves as duty officer & assumes responsibility for all institution operations during non-business hours; represents warden at meetings; makes speeches; conducts interviews with inmates & makes appropriate decisions impacting status of individual inmates; addresses/resolves issues/concerns brought to attention of warden's office to appropriate staff or departmental section or outside agency; consults with warden regarding sensitive issues; serves as liaison between warden & staff or outside agencies; operates computer terminal to review records & data.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice; state adult rehabilitation & correction system; English grammar & composition or business communication; supervisory principles/techniques*; budgeting*. Skill in operation of computer terminal*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare findings & recommendations regarding inmate/institution matters; handle sensitive inquiries from & contacts with officials, general public & inmates.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate major core program in criminal justice or related field; 6 mos. exp. in Ohio's adult rehabilitation & correction system.

-Or 30 mos. exp. in Ohio's adult rehabilitation & correction system; 1 course or 3 mos. exp. in English grammar & composition or business communication.

-Or 6 mos. exp. as Correction Warden Assistant 1, 63191.

-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; rotates as duty officer responsible for administrative decisions during institution's evening & weekend hours.