STATE OF OHIO (DAS)  
CLASSIFICATION SPECIFICATION  

CLASSIFICATION SERIES:  
Correction Specialist  

SERIES NO.:  
6318  

MAJOR AGENCIES:  
Rehabilitation & Correction  

EFFECTIVE DATE:  
01/23/1994  

SERIES PURPOSE:  
The purpose of the correction specialist occupation is to oversee total operations of inmate program unit & supervise unit staff.

CLASS TITLE:  
Correction Specialist  

CLASS NUMBER:  
63181  

EFFECTIVE DATE:  
01/23/1994  

CLASS CONCEPT:  
The advanced level class works under general direction & requires thorough knowledge of correctional unit operations & treatment programs in order to oversee & evaluate all phases of unit program, develop guidelines & procedures for activities & operations & supervise or monitor unit staff.
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EFFECTIVE DATE
01/23/1994

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.)
Oversees & directs total operations of inmate program unit (i.e., residential living area housing from 200 to 400 inmates providing all client related services such as psychological, social work, safety, security & sanitation), develops guidelines & procedures for all activities, evaluates program unit to ensure goals & objectives are fulfilled & supervises or monitors unit staff.
Chairs variety of institution committees (e.g., job reclass; lock & bed assignments; security reviews), serves on other committees as requested (e.g., Rules Infraction Board; Use of Force) & acts as institution duty officer on rotating basis.
Responds to inmate kites, letters & inter-departmental correspondence, processes required unit documentation (e.g., inmate discipline; furlough; security level) & orders supplies & equipment.

MAJOR WORKER CHARACTERISTICS:
Knowledge of supervisory principles/techniques; adult rehabilitation & correction system; behavioral or social sciences. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, accurate & concise reports; handle sensitive contacts with inmates.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
3 yrs. trg. or 3 yrs. exp. in adult rehabilitation & correction system; 3 courses or 9 mos. exp. in behavioral or social sciences.
-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.