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.
CLASS TITLE:
Correction Job Placement Specialist

CLASS NUMBER:
69841

BARGAINING UNIT:
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.