

Specification for Class of

CORRECTIONS SPECIALIST

Abolished Effective 6-1-2005

Definition: Within the Department of Corrections, develops, coordinates, implements and/or evaluates various correctional program(s) as assigned. Prepares comprehensive reports and makes recommendations for management, identifies and projects trends, and monitors program expenditures for adherence to budgeted allocations. Positions in this class perform professional level duties covering one or more of the following correctional program areas: institutional training, offender grievances, hearings (e.g., disciplinary, intensive management, administrative segregation), roster management for major institutions; contracted chemical dependency treatment services, administers an investigative/intelligence operation at a major institution, which may include other regional and community involvement.

Typical Work

Interprets and explains applicable laws, rules, regulations, policies and procedures, monitors program activities for compliance; reviews/develops field instructions relevant to assigned program area(s); be knowledgeable of directives, policies, field instructions, WACs and RCWs;

Reviews, evaluates, and researches offender grievances; assigns offender grievances to staff; coordinates with department heads and other staff to effect resolution of grievances; schedules offender grievances for grievance committee hearings; chairs grievance committee; trains new grievance committee members; supervises the processing of offender grievances at all levels to ensure time requirements are met; prepares monthly report summarizing offender grievance activity; provides written justification/suggestions for the granting of or denial of a proposed remedy;

Establishes training goals and objectives; coordinates orientation and in-service training for all staff; schedules training, arranges for trainers, prepares lesson plans and materials, evaluates training and trainers; prepares a Human Resource Development Plan; prepares and maintains training records and reports, as necessary;

Assists in the design of treatment model, monitors the contract, and evaluates the service delivery of contracted chemical dependency treatment programs;

Develops the master roster in accordance with the Custody Staffing Model as determined by the institution's audit and as approved; develop the "work" schedule (i.e. days off, hours of work, etc.) for all custody positions, to ensure all mandatory posts are covered; monitors the cost effective use of assigned staff, controls use of overtime and tracks post vacancies and extra post assignments; responsible for all custody staff assignments; coordinates through Human Resources, the bid process for all custody positions in compliance with field instructions and union contracts, coordinates all staff requests for reassignments to accommodate injuries and illnesses; responsible for disposition of all custody leave requests within established relief factors, as well as, requests for extended leave, military leave, jury duty; coordinates and approves all training requests as they relate to staffing patterns and apparent need; prepares analysis of data, indicating trends and problem areas related to custody staff management and overtime;

Plans, directs, coordinates and supervises all functions of the investigation/intelligence unit; independently conducts and directs comprehensive investigations to include but not limited to criminal, tort claim, fraud and background investigations; ensures appropriate dissemination of information while maintaining confidentiality; assists law enforcement, prosecutors, and the attorney general's office in the gathering of evidence or information required for civil or criminal cases; manages and maintains a Security Treat Group intelligence collection system; manages the inmate telephone-monitoring program; compiles exacting detailed file documentation; may be required to serve summonses, subpoenas, and other legal papers;

Conducts administrative segregation hearings to determine whether an inmate should be continued on administrative segregation, placed on intensive management status, recommended for transfer to another institution, or to general population; ensures hearings are held in accordance with policy; ensures accurate records are maintained;

Conducts disciplinary hearings in accordance with WAC; recommends changes in offenders' custody and classification; makes referrals to administrative segregation; ensures all documentation and statistical information is compiled and properly distributed; monitors and ensures due process is followed;

Performs other work as required.

Desirable Qualifications

A Bachelor's degree involving major study in sociology, psychology, social work, criminology, or a closely allied field.

AND

Three years of treatment, custody, or case management experience in adult or juvenile corrections, social services or closely related field.

Additional qualifying experience will substitute, year for year, for up to two years of the desired education.

Note: For certain positions specialized experience may be required.

New class: 7-26-73

Revised minimum qualifications: 2-15-74

Revised definition, distinguishing characteristics, minimum qualifications, title and code change (formerly Unit Program Supervisor, 3946): 11-9-79

Revised definition and distinguishing characteristics, general revision: 3-13-81

Revised definition: 11-14-83

Revised definition: 5-13-88

Revised definition and deletes distinguishing characteristics: 12-9-88

Revised definition: 2-10-89

Revised definition: 4-14-89

Revised definition, minimum qualifications and title change (formerly Correctional Unit Supervisor): 10-15-99

Revised definition and Desirable Qualifications: 9-14-01