

### Class Concept

Work in this class involves the direct supervision of Correctional Career Coaches in an assigned geographic region. Employees monitor the workloads of Correctional Career Coaches at assigned prisons and make necessary staffing adjustments.

Employees are directly involved in developing, coordinating, and monitoring Correctional Officer recruitments and retention activities in their region in order to hire the best possible employees. Promotes Correctional Officer employment by establishing recruiting connections at colleges, universities, and branches of the military and attending job fairs and career days. Employees work in conjunction with Regional Employment Offices to select, test, and process Correctional Officer candidates, including Correctional Officer Physical Abilities Testing. These employees understand and can explain and advise Correctional Career coaches on the functional activities, policies, and operating principles of prison administration.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of occupational and career information and the ability to research and extract such information.
- Thorough knowledge of security issues, inmate custody, care, program services.
- Thorough understanding of the mission, policies and procedures, and day-to-day responsibilities of correctional employees.
- Thorough knowledge of the state's application, interview and employment process.
- Ability to establish rapport with potential candidates for Correctional Offices positions and generate interest in pursuing employment.
- Ability to establish and maintain effective working relationships with department officials, agencies, planners, education counselors and the general public.
- Ability to organize and supervise the activities of a group of new employees, and to establish an effective means of exchanging ideas with new employees and their direct supervisors.
- Ability to express oneself effectively in oral and written form to a variety of audiences.

#### Minimum Education and Experience

High school or General Educational Development (GED) diploma and two years' experience as a Correctional Lieutenant, or one year as a Correctional Career Coach, or an equivalent combination of education and experience.