

Class Concept

Employees in this class supervise case analysts, admissions technicians, and processing assistants within a diagnostic center. Employees make work assignments and case distributions to subordinate staff and monitor the workflow of the diagnostic center system. The Correctional Case Analyst Senior functions as a case analyst with a typical caseload that is 10-20% of an average case analyst. Employees in this class serve as the final reviewing authority on initial classifications. Employees are the reviewing authority on Facility Classification Committees and on some cases which involve control actions. Work includes overseeing the development of presentence diagnostic reports on special cases which have been committed for extended evaluations by sentencing courts. The case analyst senior, in consultation with the center director, establishes work plans, completes performance appraisals and handles disciplinary actions on subordinate staff along with approving leave requests. Employees in this class also manage the diagnostic center in the absence of the director.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of interviewing techniques and principles.
- Working knowledge of the admission process, the electronic record, and available rehabilitative treatment and programs within the Division of Prisons.
- Considerable knowledge of test analysis and interpretation.
- Thorough knowledge of rules, regulations, and policies relating to inmate custody and treatment Ability to supervise and evaluate the work of others.
- Ability to make personality evaluations and appraisals of an inmate's demeanor and behavior with regard to their reactions to testing and interviewing situations.
- Ability to communicate effectively with inmates to obtain pertinent data.
- Ability to express oneself clearly, tactfully, and concisely in oral and written form.

Minimum Education and Experience

Bachelor's degree in a human services field from an appropriately accredited institution and two years of experience as a case analyst in testing or interviewing, and/or counseling; or an equivalent combination of education and experience.