Class Concept
Employees in this class serve as coordinators and advisors to the Director's Subcommittees (DSC) and to area, institution, or complex classification authorities. The Director's Subcommittees hold custody classification hearings on those inmates considered to be high risks, intensive management problems, and whose cases have already been heard on the area, complex, or institutional level. Employees in this class attend these subcommittee meetings to advise on policies and procedures, as well as on unique aspects or special needs of a particular prison facility or inmate. Employees advocate problem cases through the Director's Subcommittees (DSC) to the Director's Review Committee (DRC) and coordinate transfers of inmates, accordingly. Work also involves serving as consultants to lower classification committees at the area, institutional, and complex levels; and providing informal training in interpreting policies, procedures, and laws.

Recruitment Standards

Knowledge, Skills, and Abilities
- Thorough knowledge of policies and procedures of prisons, inmate classification process, and correctional programs.
- Ability to interpret testing results and psychological aspects.
- Ability to interpret policies, procedures, and laws, pertaining to the inmate classification system.
- Ability to synthesize data with acquired knowledge of complexion, programs and unique aspects of the various prison facilities, and the ability to make decisions essential to the inmate classification process.
- Ability to communicate effectively, both orally and in writing.

Minimum Education and Experience
Bachelor's degree in a human services field from an appropriately accredited institution and two years of experience in a supervisory or consultative role in correctional diagnostic, classification, or program activities; or an equivalent combination of education and experience.

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Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.