

Class Concept

Employee in this class directs the day to day operations of the Diagnostic Services Branch, which provides oversight of the statewide Prisoner Intake System as it relates to the diagnostic process within the Division of Adult Correction. Employee in this class is responsible for monitoring and providing staff support to centers across the state to ensure their compliance with policies, procedures, agency and legislative mandates. Employee is responsible for policy revisions and operational changes in the centers that are necessitated by changes in General Statutes and Court Rulings. Employee directs the management of the statewide Presentence Diagnostic Program (PSD); supervises and directs the work of subordinate personnel; provides technical consultation to diagnostic center field staff, central office management, external stakeholders; clinical and other professional staff; and interacts routinely with field managers. Employee establishes standards for program delivery; directs the annual diagnostic center audits; provides training to staff; establishes trends; and conducts routine evaluations.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of policies and procedures of Prisons.
- Considerable knowledge of psychological test procedures, standard test forms, and devices used in ascertaining intelligence, aptitude, personality, and other related psychological traits.
- Basic knowledge of correctional programs.
- Basic knowledge of commitment requirements and Probation and Parole.
- Thorough knowledge of test analysis and interpretation.
- Ability to interpret policies, procedures, and laws to diagnostic staff.
- Ability to develop and conduct diagnostic services training sessions.
- Ability to research, organize, and prepare records and reports.
- Ability to schedule, organize, manage and supervise staff or program.
- 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 as a Correctional Case Analyst; or an equivalent combination of education and experience.