

Class Concept

Positions in this class provide consultative and quality control services to Case Analyst personnel in diagnostic centers located throughout the State prison system. Positions offer, through formal and informal methods, training on policies, procedures, and content of diagnostic reports, especially pre-sentence diagnostic reports. They attend pre-sentence diagnostic (PSD) committee meetings and provide policy and procedural guidance to committee members. Work involves evaluating and advising diagnostic center staff on how to implement policies and procedures. Employees provide input into policy and procedure changes and/or modifications to management.

Recruitment Standards

Knowledge, Skills, and Abilities:

- Thorough knowledge of psychological test procedures, standard test forms, and devices used in ascertaining intelligence, aptitude, personality, and other related psychological traits.
- Thorough knowledge of test analysis and interpretation.
- Thorough knowledge of diagnostic process.
- Working knowledge of policies and procedures of DOP.
- Basic knowledge of correctional programs.
- Ability to interpret policies, procedures, and laws to diagnostic staff.
- Ability to develop and conduct diagnostic services training sessions.
- Ability to research, organize, prepare records and reports, and analyze such information.
- 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.