

CORRECTIONS PROGRAM SPECIALIST, SENIOR

Nature of Work: Under general supervision, performs advanced and lead work in the implementation and evaluation of, and technical assistance for, programs/services characteristic of the Division of Corrections or the Regional Jail and Correctional Facility Authority. Performs work ensuring compliance with federal, state, and local regulations relating to the program or service area. Performs the full range of specialized tasks relating to the program area to include analysis and comprehension of program/service regulations, development and implementation of action plans to achieve desired results, coordination and collaboration with inter- and intra- agency personnel, writing program procedure manuals, compilation of regular and special reports on program status, and the assigning and review of work to support staff or other specialists. Although regulations, methods, and procedures in the program area are available, employee may exercise independent judgement and latitude in the work performed. Performs related work as required.

Distinguishing Characteristics: The Corrections Program Specialist, Senior is distinguished from the Corrections Program Specialist by the broader scope of administrative oversight and responsibility for the planning and operational aspects of a program or technical area. In addition, this level may function in a regularly assigned lead or supervisory capacity over professional, paraprofessional, and clerical classes. The Corrections Program Specialist, Senior is distinguished from the Corrections Program Supervisor by the absence of comprehensive responsibility for a particular program or technical area.

Examples of Work

- Interprets federal and state laws, regulations, and guidelines for staff.
- Consults with other program or technical area staff, supervisors, or managers concerning projects and priorities.
- Develops rules, policies, and legislation regarding specific work projects.
- Evaluates program or technical area effectiveness.
- Informs director of technical area or program deficiencies and recommends improvements.
- Reads, reviews, and responds to correspondence or distributes to appropriate staff.
- Develops research, information, or training programs.
- Writes, edits, or contributes to policy and procedure manuals.

CORRECTIONS PROGRAM SPECIALIST, SENIOR (CONT'D)**Examples of Work (cont'd)**

Has contact with federal, state, local program representatives and officials, Division of Corrections or Regional Jail and Correctional Facility Authority management and staff, and legislature.
Plans and develops budget requests and short-and-long-range work plans.
May lead or supervise professional and support staff.

Knowledge, Skills and Abilities

Knowledge of the federal and state regulations, laws, and statutes governing program or technical area.
Knowledge of the rules, regulations, policies, and procedures of the Division of Corrections or Regional Jail and Correctional Facility Authority management and staff, and legislature.
Knowledge of the objective of the program or technical area, its procedures, policies, and guidelines, and its relationship to the rest of the Division or Authority, and other user entities.
Ability to plan and coordinate work, plan and project budgeting needs, and organize work and projects.
Ability to analyze situations, problems, and information and develop appropriate responses and resolutions.
Ability to communicate well, both orally and in writing.
Ability to assign, direct, and review the work of others.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a degree in criminal justice, corrections, social work or related behavioral science field.

Substitution: Full-time or equivalent part-time paid experience as described below may substitute for the required training on a year-for-year basis.

Experience: Four years of full-time or equivalent part-time paid professional experience in a corrections, probation/parole, law enforcement, social work, recreation, religion or related behavioral science field.

Substitution: Master's Degree from an accredited college or university in criminal justice, corrections, social work, or related behavioral science field may substitute for the required experience on a year-for-year basis.

Established: 8/19/93
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