

New York State Department of Civil Service
Division of Classification & Compensation

Tentative Classification Standard

Occ. Code 1431500

Correctional Staff Deployment Specialist, Grade 23

Brief Description of Class

Correctional Staff Deployment Specialists implement and monitor security staffing systems at correctional facilities. Incumbents analyze facility staff requests, develop realignment plans as appropriate and participate in developing staffing standards, operations procedures, and systems for effective security staff deployment and internal controls. Incumbents also maintain and evaluate security staff utilization data and recommend corrective action.

These positions are classified at the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

Correctional Staff Deployment Specialist: full performance level; implements and monitors security staffing systems at specific correctional facilities.

Illustrative Duties

Designs, implements, and monitors facility security staffing systems; prepares new facility staffing plans, capacity expansion plans, and security realignment plans; evaluates program operations for efficiency, identifying operational discrepancies and recommending corrective actions; presents facility operations changes to the Director, Deputy Commissioners, and outside control agencies.

Reviews, analyzes, and evaluates staff requests; plans and recommends changes improving operations for designated facilities; identifies inappropriate use of staff and overtime and recommends remediation; ensures facility managers utilize security staff effectively.

Ensures compliance with departmental policies through the use of on-site staff reviews; prepares site review reports.

Aids in developing staffing standards, operational systems, and staff deployments that support strong facility internal controls; reviews, analyzes, and applies staffing policies and standards on a Statewide basis.

Coordinates communications between security staffing units, central office units, and correctional facilities; participates in Department meetings on staffing issues; establishes and maintains personal communications with facility staff.

Provides technical assistance and training to facility staff responsible for automated systems that support facility staffing efforts; participates in academy training for security supervisors.

Minimum Qualifications

Correctional Staff Deployment Specialist

Promotion: one year of service with the New York State Department of Corrections and Community Supervision as an Offender Rehabilitation Coordinator, Offender Rehabilitation Coordinator (Alcohol & Substance Abuse Treatment), Human Resources Specialist 1, Senior Budgeting Analyst, Administrative Specialist 1, Senior Administrative Analyst, Senior Internal Auditor, or Incarcerated Grievance Program Supervisor.

Open Competitive: seven years of experience in the implementation, monitoring, and deployment of uniformed staff in an adult correctional services system of at least 20 facilities. Experience must include maximum, medium, and minimum-security classification levels. Substitution: associate degree may substitute for two years of specialized experience; bachelor's degree may substitute for four years of specialized experience; master's degree may substitute for five years of specialized experience; J.D. may substitute for six years of specialized experience; Ph.D. may substitute for seven years of specialized experience.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 8/2026

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