

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 8125100***

**Correctional Services Guidance Specialist, Grade 22**

Brief Description of Class

Correctional Services Guidance Specialists assist the Director of Correctional Guidance with program development, implementation, and evaluation of facility program development to ensure continuity of services and to facilitate the transition of incarcerated individuals preparing for release. Incumbents act as a liaison with community resources and with other State and federal agencies.

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

Distinguishing Characteristics

*Correctional Services Guidance Specialist*: full performance level; staff position in support of the Directors in the Offices of Correctional Guidance, Transitional Services and Temporary Release in the development, implementation, and evaluation of facility program development.

Related Classes

Education Counselors are responsible for providing counseling services to aid incarcerated individuals in making effective adjustments to facility education programs in facilities that have large education programs.

Offender Rehabilitation Aides assist in providing counseling, guidance, case management, and various services to incarcerated individuals at DOCCS facilities. Incumbents assist the counseling staff, primarily but not exclusively Offender Rehabilitation Coordinators, in their casework, including: interviewing incarcerated individuals; assisting with incarcerated individual group sessions; maintaining case files; providing personal assistance to incarcerated individuals for the maintenance of family contacts via telephone and written correspondence; assisting incarcerated individuals in completing complex written forms; and explaining rules and procedures.

Offender Rehabilitation Coordinators apply social casework principles to the social, educational, vocational rehabilitation, and preparation of incarcerated individuals

released to community supervision (parole and post-release supervision) and under strict and intensive supervision and treatment (SIST) pursuant to Article 10 of the Mental Hygiene Law. They: guide and assist incarcerated individuals in their adjustment to their new environment, identifying appropriate treatment services for incarcerated individuals with significant problems and special needs (e.g., alcohol and substance abuse, mental illness, medical issues and disability, education, employment and vocational needs, homelessness, family dysfunction, and delinquency); prepare incarcerated individuals for release into the community by encouraging them to enhance their educational and vocational skills and modify their behavior; develop final community supervision and discharge plans; and ensure that targeted services are identified pre-release and community-based supports are available upon release. They also prepare comprehensive release reports that are utilized by the Board of Parole in the discretionary release decision making process and when establishing the conditions of release. The comprehensive release reports are also utilized by field parole officers during the community preparation investigation phase. They also complete risk and needs assessments for the purposes of incarcerated individual targeted treatment and programming and preparation for release to community supervision.

### Illustrative Duties

Assists correctional facilities in the establishment and implementation of specific programs for incarcerated individuals.

- Develops criteria for the establishment of programs for incarcerated individuals.
- Monitors existing programs and implements changes as necessary.
- Conducts periodic program reviews and on-site visits to programs to ensure adherence to existing guidelines.
- Provides technical assistance to establish new programs, to improve and/or expand programs already in operation.

Provides or obtains assistance and training as needed.

- Develops operational guidelines to be used by all program staff.
- Develops a standardized format to be used in the presentation of treatment and discharge plans for incarcerated individuals.
- Develops uniform evaluation criteria to be utilized for assessing the progress and effectiveness of treatment.

Maintains liaison with key agencies and community resources.

- Establishes linkages with community resources to develop a treatment network for incarcerated individuals preparing for release.
- Works closely with the Office of Mental Health and other agencies which provide treatment of incarcerated individuals with special needs.

Conducts research and disseminates information to facilities and outside agencies.

- Establishes a reporting system and assesses the services, counseling contacts and outside resources provided to incarcerated individuals.
- Disseminates information to facility contact persons concerning the numbers and location of incarcerated individuals.
- Conducts ongoing research concerning recidivism among incarcerated individuals who have participated in residential or non-residential programs to determine program effectiveness.
- Develops monthly and annual reports evaluating program effectiveness.

#### Minimum Qualifications

Promotion: one year of permanent service as an Education Counselor, Offender Rehabilitation Coordinator, or Offender Rehabilitation Coordinator (Alcohol and Substance Abuse Treatment).

## Parenthetic Attachment

*Correctional Services Guidance Specialist (Veterans Services)*: full performance level; staff position in support of the Director Correctional Guidance and line workers (Offender Rehabilitation Coordinators) for the development, implementation, and evaluation of facility program development regarding incarcerated veterans.

## Minimum Qualifications

Non-competitive: bachelor's degree and three years of qualifying experience.

At least one year of qualifying experience must have been spent in counseling or administering programs directly related to incarcerated veterans. Qualifying experience is described as having experience in counseling or administering programs directly related to veterans. Experience oriented toward behavior modification in such areas as self-improvement or the use of tobacco is not qualifying experience.

In addition, candidates must have been honorably discharged or released from service in the U.S. military forces or under conditions in the NYS Restoration of Honor Act.

Substitution: A master's degree with specialization may be substituted for up to one year of the general experience. Specialization areas include counseling, social work, sociology, criminal justice, psychology, Hispanic or Black studies, community and human services or a closely related field.

**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 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 requirements for appointment or examination.

Date: 5/2021

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