

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

Classification Standard

**Occ. Code 8771700**

**Assistant Director Inmate Classification & Movement, M-1 8771700**  
**Director Inmate Classification & Movement, M-4 8771800**

Brief Description of Class Series

Positions in this title series are responsible for directing, controlling, and coordinating the Department's inmate classification activities within the NYS Department of Corrections and Community Supervision (DOCCS). Incumbents develop, revise, implement and ensure the continued effectiveness of policies and procedures related to inmate classification, transportation, and movement; direct the intake of all State-ready inmates from county jails; supervise staff engaged in the processing of inmate transfer requests; oversee inmate placement activities to ensure maximum utilization of all available bed space and useable vacancies Statewide; and represent NYS and DOCCS in administering numerous federal and interstate agreements/compacts.

Positions in this series are classified in DOCCS Main Office only.

Distinguishing Characteristics

*Assistant Director Inmate Classification & Movement:* two position class; assists the Director Inmate Classification and Movement in the direction, control, and coordination of the Department's inmate classification, transportation, and movement programs; supervises subordinate staff.

*Director, Inmate Classification & Movement:* one position class; directs, controls, and coordinates the Department's inmate classification, transportation, and movement programs.

Illustrative Duties:

*Assistant Director Inmate Classification & Movement*

Assists the Director in the development and implementation of policies and procedures relating to the classification and movement process.

Performs reviews of facility classification programs to determine the effectiveness of existing policies and procedures, and the level of facility adherence.

Makes recommendations relative to changes and/or improvements to existing policies and procedures.

Keeps abreast of advances in the field of security classification and suggests policy changes as appropriate.

Disseminates approved policy and procedural changes to appropriate staff, and provides technical assistance to facilities in the interpretation and implementation.

Informs Director of any major problems, which occurs relative to facility adherence to established policies and procedures.

Supervises Inmate Transportation.

Provides overall management for inmate transportation and related resources for all inmates within the Department.

Suggests policies, procedures, changes, and equipment for transportation.

Maintains an accurate database that encompasses all cost associated with security and support for Central Transportation Services.

Supervises inmate movement.

Supervises the maintenance of movement-related management information systems.

Supervises the updating of directives related to inmate movement.

Monitors the activities of and provides guidance to all reception centers with regard to inmate movement.

Directs the initial implementation of all approved program functions or modifications.

Meets with staff to coordinate the implementation of new or modified programs and to ensure compliance with Department policies.

Trains facility and Central Office staff in classification activities, procedures, and policies.

Reviews all stages of implementation to determine if further modifications are needed.

Performs all functions normally performed by the Director during his or her absence or upon assignment by the Director.

director inmate classification & movement

Develops new or modified policies to ensure the efficient and effective operation of the program.

Reviews ongoing program activity to insure conformance with existing policy and legislation.

Determines whether existing mechanisms are appropriate to ensure Department goals are met.

Recommends changes and updates to directives involving inmate movement and transportation.

Provides overall management of inmate transportation, movement, and classification.

Provides supervision for the Division of Classification and Movement.

Supervises the processing of all inmate transfer requests.

Supervises the final placement of inmates and personally handles the most sensitive classification and placement cases.

Supervises the maintenance of classification-related management information systems.

Supervises the preparation of responses to inquiries relating to inmate transfers and placements.

Develops Requests for Proposal at the close of each contract established for inmate transportation.

Represents office in interoffice classification matters.

Ensures Reception Centers remain in compliance with established policies and directives concerning classification.

Directs the intake of all State-ready inmates from county jails.

Ensures that intake includes appropriate balance of new commitments, Return Parole Violators (RPVs), parolees sentenced to Willard Drug Treatment Campus (Willard), contracts, and non-contracts throughout all State counties.

Supervises the Pre-Screening Unit at Riker's Island.

Ensures maximum use of all available bed space and useable vacancies Statewide.

Oversees and coordinates operations of numerous DOCCS and State regulations and mandates.

Oversees and supervises Inmate Record Coordinators.

Coordinates collection of inmate DNA samples.

Coordinates and identifies necessary changes to ensure that the correct number of inmate beds are in the correct places to accommodate the inmate population.

Provides overall supervision for Immigration & Customs Enforcements (ICE), Executive Office of Immigration Review (EOIR), and Court of Claims issues.

Overall responsibility to ensure registration of identified inmates for the Sex Offender Registration Act.

Directs the operation of the Warrant and Extradition Unit.

Provides direction for the Warrant and Extradition Officer and other employees assigned to the Unit.

Serves as a liaison with criminal justice agencies and the Governor's Office in New York State, other states, and federal jurisdictions, coordinating all necessary activities to secure the custody of absconders and escapees via extradition or comity.

Ensures that all unit activities are performed in accordance with established laws, policies and procedures, and in a timely manner.

## Minimum Qualifications

### *Assistant Director Inmate Classification & Movement*

Promotion: one year of permanent competitive service as a Correction Classification Analyst (all parentheses) or Coordinator Inmate Movement.

Open Competitive: bachelor's degree and three years of classification and movement experience with inmates classified in the full range of security levels including maximum, medium, and minimum in a State or federal penal system with a population exceeding 30,000 inmates. Two of the three years' experience must have included overall policy design and its implementation.

### *Director Inmate Classification & Movement*

Promotion: one year of permanent competitive service as an Assistant Director Inmate Classification and Movement.

Open Competitive: bachelor's degree and seven years of classification and movement experience with inmates classified in the full range of security levels, including maximum, medium, and minimum, in a State or federal penal system with a population exceeding 30,000 inmates. Three years of this experience must have included responsibility for policy design and its implementation and two years must have been at the managerial level. A master's degree may substitute for one year of the required 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 which were 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.

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