

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

Classification Standard

Occ. Code 2804300

Correctional Services Transportation Coordinator, Grade 18

Brief Description of Class

Correctional Services Transportation Coordinators are responsible for coordinating the transportation and movement of all incarcerated individuals. Incumbents schedule, dispatch, and route vehicles; maintain and monitor the condition of vehicles; implement daily itineraries; assist in developing operating procedures; assist in establishing transportation policies and procedures; provide transportation for incarcerated individuals between Department of Corrections and Community Supervision (DOCCS) facilities and for delivery to county and federal courts within New York State; develop optimal utilization of facility cell space; develop and update automated systems relating to classification and transportation services; coordinate activities for the centralized transportation system; and assist in evaluating transportation procedures.

Distinguishing Characteristics

Correctional Services Transportation Coordinator. full performance level; arranges and oversees the efficient and orderly movement of incarcerated individuals assigned to DOCCS.

Illustrative Duties

Schedules transportation arrangements for all incarcerated individual movements within the correctional facilities in New York State.

- Coordinates transportation arrangements for all incarcerated individual movement between correctional facilities.
- Arranges for vehicles and staff for special transportation arrangements needed during facility disturbances, large scale movement due to lack of critical services, natural disasters, or any other emergency situation.
- Initiates daily transportation schedule for all transportation units.

- Conducts daily review of transfer orders to ensure incarcerated individual movement is consistent with Department policy and established goals. Where deficiencies are noted, takes appropriate action to rectify.

Maintains and monitors the condition of all vehicles assigned to the Central Transportation Services and coordinates the dispatching of these vehicles.

- Schedules and monitors the use of Department leased vehicles assigned to Central Transportation.
- Reviews and evaluates the efficiency of operations, ensuring the optimal use of Department leased vehicles and staff.

Implements daily itineraries.

- Assigns route patterns for each of nine established transportation corridors within the State.
- Updates and redesigns routing patterns as new facilities are put online or as facility populations change as a result of programmatic changes within a facility.
- Continually rates the effectiveness of current routing patterns.
- Responds to any weather related, security related, or medical related emergencies that require a change to the established route. Provides alternate route patterns to allow the vehicles to maintain scheduled arrival and/or departure times in response to any of the above noted situations.

Assists in the development of daily operations procedures.

- Reviews classification and movement records.
- Maintains updated list of transfer orders.
- Consults with the Director Inmate Classification and Movement and staff when required.
- Visits facilities to remain familiar with local conditions as they apply to transportation.
- Determines the amount of bedspace available daily in DOCCS Reception Centers to accommodate intake from New York State county jails.

Assists in establishing transportation policies and procedures.

- Attends meetings with transportation staff to discuss all matters and concerns as they relate to transportation services to include job duties and responsibilities, effectiveness of operations, future goals, and objectives.
- Assists Classification and Movement staff in matters that relate to transportation to include planning large scale transfers, office responsibilities, and evaluation of the automated systems.
- Participates in discussions concerning the establishment of future standards and goals regarding transportation services. Assists in the compilation of transportation statistics in relation to number of vehicles needed, incarcerated individual payload support staff, overtime, and maintenance services for future planning.

Provides transportation of incarcerated individuals for delivery to Federal and County Courts within New York State.

- Maintains ongoing list of all incarcerated individuals with scheduled court appearances. Monitors activities as they relate to the production of these incarcerated individuals for court appearances.
- Remains knowledgeable of legal terminology and the obligations of the Department to comply with all written court orders.

Develops optimal use of departmental facility cell space.

- Monitors Facility Population Management Report daily to ensure all useable beds are filled.
- Reviews population statistics for analysis and inconsistencies to determine trends and/or deficiencies.
- Formulates plan to remedy identified inconsistencies.
- Develops and updates automated systems as they apply to classification and transportation services.
- Assists in the design and implementation of the Automated Movement System.
- Provides training to staff in the facility transportation units concerning existing automated systems. Obtains feedback from facility staffing regarding future needs with these systems.

Coordinates activities for the centralized transportation system including five units located in the field (Downstate, Ulster, Auburn, Queensboro, and Wende).

- Develops workloads assigned daily with supervisory staff in the field units.
- Coordinates movement plans daily with support staff and the field units.
- Provides all training for field unit staff, as it is appropriate to Central Transportation.
- Assists in the evaluation of procedures of central transportation.

Prepares projections of cost saving transportation services with special attention given to overtime and vehicle usage.

- Provides input for the development and design of fixed corridor routes between HUBS.
- Monitors depot locations daily to ensure their use remains in accordance with transportation objectives.
- Maintains positive working relationship with vehicle contractor.
- Maintains a thorough working knowledge of the transportation contract and all provisions contained therein to ensure contractors compliance.

Minimum Qualifications

Correctional Services Transportation Coordinator

Promotion: one year of permanent competitive service as an Inmate Records Coordinator 1 or Office Assistant 3; or two years in an office assistant, clerical, or keyboarding title allocated to Grade 9 or higher or as an Offender Rehabilitation Aide or Program Aide.

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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