

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

Classification Standard

Occ. Code 8812110

Correctional Facility Specialist 1, Grade 19 8812110
Correctional Facility Specialist 2, Grade 21 8812100
Correctional Facility Specialist 3, Grade 23 8812130

Brief Description of Class Series

Correctional Facility Specialists evaluate and develop the management, operational, and safety and security programs at State and local correctional facilities. These positions exist only in the New York State Commission of Correction.

Distinguishing Characteristics

Correctional Facility Specialist 1: full performance level; conducts field audits of State and local correctional facilities for the purpose of inspecting facility operations and examining facility records. The duties of this class emphasize inspection, observation, measurement of compliance, collection of information, interview of correctional staff and inmates, and evaluation and assessment of conditions under general direction from a Correctional Facility Specialist 2, and supervision of a Correctional Facility Specialist 3.

Correctional Facility Specialist 2: advanced performance level; functions as a senior field representative with a wide range of discretion and scope of initiative in the field, within the bounds of Commission policy; leads field teams during intensive evaluations and complex investigations; develops strategies to resolve operational deficiencies; ensures compliance with Commission policy and procedures, and recommends improvements; conducts sensitive investigations including mortality and health-related investigations; and trains, provides direction, and selects tactics and strategies used by Correctional Facility Specialists 1.

Correctional Facility Specialist 3: supervisory level; under the general direction of an Assistant Director of Operations, serves as a field supervisor with broad authority and high level of autonomy; supervises all Commission operations in an assigned geographical area of the State, and/or major Commission programs; supervises Correctional Facility Specialists 1 and 2; develops the Preliminary Reports of the Medical Review Board and their conversion into Final Reports of the Commission.

Related Classes

Correctional Facility Operations Specialists are responsible for developing and reviewing programs and policies in all areas of facility operations relating to safety and security. Incumbents evaluate and ensure compliance with Department policies, rules, and procedures as they relate to the security of the institution through visiting and inspecting facilities; reviewing staff assignments, security equipment, and contingency plans for emergencies and riots; and serving as liaison to Department heads. These positions exist only in the New York State Department of Corrections and Community Supervision.

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 exist only in the New York State Department of Corrections and Community Supervision.

Illustrative Duties

Correctional Facility Specialist 1

Serves as a field representative responsible for performing inspections and evaluations of plant, procedures and operations of correctional facilities.

- Evaluates facilities' compliance with minimum standards for proper management, and the care, custody and treatment of inmates.
- Analyzes staffing patterns, views conditions of confinement and reports findings and observations.
- Provides technical assistance to correctional facilities for the planning and implementation of daily operations, programs and services.
- Reviews and identifies developing trends and recurring issues and identifies solutions to those issues in facilities under the Commission's purview.
- Participates in special investigations of inmate complaints or reportable incidents under the direction of senior staff or supervisors.

- Comments on agency policies, responds to inquiries, researches and analyzes grievance appeals and complaints, and evaluates reportable incidents in accordance with established policies and procedures.

Correctional Facility Specialist 2

Performs the tasks and activities of a Correctional Facility Specialist 1; and serves as a senior field representative handling the more complex and sensitive investigations and projects.

- Plans and schedules fieldwork including coordinating schedules and activities for several staff during intensive evaluations and/or complex investigations.
- Formulates and facilitates problem resolution by serving as the lead on complex investigations, interpreting minimum standards in technical areas such as classification, facility administration and health services.
- Organizes and conducts field evaluation exit conferences with facility administrators, transmitting findings and recommendations to them; assists facility administrators in developing policies, procedures and acceptable plans to correct violations.
- Formulates maximum facility capacity ratings for local correctional facilities, conducting fieldwork in accordance with minimum standards for a facility with eventual approval by the Commission.
- Provides minimum staffing analyses to local correctional facilities regarding the number of staff necessary for providing inmate care, custody and control, conducting field work and in accordance with minimum standards preparing a draft staffing analysis with eventual approval by the Chairman.
- Analyzes facility regulation variance requests, formulating recommendations to the Commission.
- Prepares SCOC responses to proposed recommendations for approval by the Commission.
- Trains, advises and mentors Correctional Facility Specialists 1.

Correctional Facility Specialist 3

Performs the tasks and activities of a Correctional Facility Specialist 2; and plans and directs the activities of the Commission.

- Interprets Commission policy, sets priorities, assembles and assigns regional work teams; develops an annual work schedule to ensure all jails, police lockups and Office of Children and Family Services facilities are inspected during the cycle year.
- Conducts regular staff meetings to review problem areas, assesses the team's progress toward goal attainment and adjusts the work schedule as needed.
- Reviews, edits and approves work products.
- Develops, facilitates and implements programs consistent with agency policy.

Directs major investigations.

- Conducts field visits to resolve complex problems with facility administrators.
- Provides direct technical assistance to resolve issues and provides support and advice to the agency administration.
- Coordinates and leads the Commission's emergency response in the field.

Studies policies, procedures, organizational and management practices of local and State correctional facilities and ensures assigned staff provide adequate technical assistance to correctional administrators.

Assumes responsibility for the outcomes of major programs, such as the New Institutions Transition Assistance Program which regulates and facilitates the creation of new correctional institutions, from site selection and environmental impact to opening, occupancy and the first year of operation.

Performs the full range of supervisory tasks such as conducting performance evaluations, monitoring time and attendance, and overseeing staff development.

Minimum Qualifications

Correctional Facility Specialist 1

Open Competitive: six years of experience in a local, state or federal correctional facility, or secure or limited-secure juvenile facility with responsibility for managing inmates, residents or overseeing security operations; OR in the evaluation or investigation of the operations of a local, state, or federal agency and the preparation of detailed narrative reports for a municipal, state or federal

agency or authority; OR in field investigative or law enforcement investigative experience and the preparation of detailed narrative reports. An associate's degree in criminal justice, law enforcement, police science, criminal justice administration, criminology, criminal investigation, police studies, public justice, forensic psychology, forensic science, or homeland security substitutes for two years of required experience; or, a bachelor's or higher degree in one of the same fields substitutes for four years of required experience.

Correctional Facility Specialist 2

Promotion: one year of permanent service as a Correctional Facility Specialist 1.

Correctional Facility Specialist 3

Promotion: one year of permanent service as a Correctional Facility Specialist 2.

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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