

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

Classification Standard

**Occ. Code 8720200**

**Correction Classification Analyst, Grade 22**

Brief Description of Class Series

Correction Classification Analysts analyze incarcerated individual placement policies and procedures at assigned facilities. Incumbents develop and maintain incarcerated individual programming procedures, and develop policies in reclassification, transfer, and planning systems. These positions are classified at the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

*Correction Classification Analyst:* observes, analyzes, and prescribes incarcerated individual placement policies and procedures; reviews and makes final determinations on facility transfer recommendations; and advises alternate placement and programmatic options for incarcerated individuals.

Related Classes

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 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.

Offender Rehabilitation Coordinators apply social casework principles to the social, educational, vocational rehabilitation, and preparation of offenders 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 offenders in their adjustment to their new environment, identifying appropriate treatment services for offenders 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 offenders 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 offender targeted treatment and programming and preparation for release to community supervision.

### Illustrative Duties

Monitors incarcerated individuals on-site at facility.

- Participates with program personnel to develop and maintain the incarcerated individuals' classification plan.
- Monitors orientation of new incarcerated individuals, initial incarcerated individual programming and classification procedures, and preparing incarcerated individuals for transfer or release.
- Responsible for the administration of program committee policies in reclassification, transfer, and planning systems.
- Maintains statistical profiles of incarcerated individuals through information on program participation, changes in program assignments, extra-curricular activities, and disciplinary data.

Reviews and makes final determinations on facility transfer recommendations.

- Assesses all candidates for transfer in terms of time and sentence structure, individual treatment needs and interests, security classification, custodial adjustment, medical status, enemies in the system, and departmental needs and priorities.
- Supervises identification and tracking of enemies, and assures that incarcerated individuals identified as enemies are kept separate.
- Determines whether facility recommendation is appropriate and advises alternate placement and programmatic options.

- Processes priority mass transfers.

Communicates with incarcerated individuals, their families, and other interested parties.

- Receives and answers letters from incarcerated individuals, families, various community agencies, attorneys, legislators, judges, etc., regarding transfer procedures and criteria, pending transfers, and other matters relating to incarcerated individual classification and movement.
- Receives calls from families and friends of incarcerated individuals, attorneys, legislators, police, and community agencies regarding transfer procedures, classification, and program participation.

Acts as a representative of DOCCS regarding classification matters.

- Drafts letters and other correspondence to the Governor's Office and other government officials regarding policies and procedures.
- Receives and responds to inquiries from facility staff.
- Contacts facilities to advise them of DOCCS' need for immediate referrals in those facilities which have openings.
- Serves as a representative at meetings both internal and external to DOCCS to discuss and assist in the formation of new and existing policies and procedures.

### Minimum Qualifications

#### *Correction Classification Analyst*

Promotion: three years of permanent competitive service as an Offender Rehabilitation Coordinator (including all parentheses)

Open Competitive: three years of experience in an adult correctional agency with at least 30 facilities with a full range of security levels. This experience must have involved responsibility for monitoring the incarcerated individual classification activities for a group of facilities; providing ongoing direction and training to staff at assigned facilities relative to the classification process; and making final decisions, based on staff recommendations relative to incarcerated individual classification and transfers.

#### Attachment

**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.

Date: 5/2022

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## Parenthetical Attachment

*Correction Classification Analyst (Health Services)*: assesses individual health needs and placement of incarcerated individuals requiring infirmary care, the physically disabled, in-transit incarcerated individuals who require temporary access to infirmary care and medical resources, and the chronically ill needing long-term care placement. Illustrative duties include: compiles medical, mental health, and security information to determine appropriate placement; identifies available medical resources necessary; locates and makes available infirmary beds within the catchment area; coordinates incarcerated individuals transfers; reviews all transfer referrals from facility staff for completeness, consistency, and corrections; identifies and collects further information necessary for making a transfer decision, such as facility vacancies, waiting lists, enemy locations, and transfer status; directs referrals that require further review to the appropriate offices and tracks progress of such referrals; determines final classification of incarcerated individuals in conformance with laws, rules, and regulations, directives, policies, and procedures, and the needs of incarcerated individuals, and the capacity of the receiving facilities; assures that classification decisions are properly documented; monitors census and placement of all physically disabled incarcerated individuals within the system; assesses needs of disabled incarcerated individuals relating to medical, mental health, and security issues; identifies available wheelchair accessible housing with appropriate medical resources; advises facility medical staff to complete necessary medical forms; facilitates the transfer of physically disabled incarcerated individuals into accessible housing in an appropriate general population setting; supervises the placement of recovering incarcerated individuals by communicating with facility medical staff to assess and identify appropriate infirmary placement, and coordinates the exchange of information regarding the incarcerated individual's discharge medical summary, any necessary isolation precautions, and estimated time of the incarcerated individual's arrival at the receiving facility's infirmary, reviewing incarcerated individual's health care needs and recommending transfer to the present placement until medically cleared for discharge, if necessary; supervises, monitors, and coordinates placement and discharge of incarcerated individuals admitted to long term care facilities by maintaining up-to-date rosters of all applications for long term care placement; coordinates and supervises transfers of chronically ill patients; monitors, coordinates, and supervises placement of all incarcerated individuals medically discharged from long term care facilities; provides written notification regarding the imminent medical discharge of a particular incarcerated individual; and ensures that medical discharge summaries are provided to the receiving facility to ensure continuity of health services.

### Minimum Qualifications

Promotion: one year of permanent competitive service as a Senior Utilization Review Nurse, Infection Control Nurse, or Nurse Administrator 1 within DOCCS.

Open Competitive: associate's degree or higher in nursing and three years' experience in an adult correctional agency, with at least 30 facilities and a full range of security levels. This experience must have involved responsibility for all aspects of incarcerated

individual movement relating to medical issues and diagnoses, including assessing the medical needs of all incarcerated individuals with a medical condition, identifying available medical resources necessary to meet incarcerated individuals' medical needs, utilizing medical and security information to determine appropriate facility placements making final decisions on transfers of incarcerated individuals with health related problems, locating and/or making available facility infirmary beds at appropriate facilities, and coordinating incarcerated individual transfers with appropriate staff of sending and receiving facilities.