

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31177
Job Class Code:	020	Salary Schedule:	AREG
EEO Category:	02	Grade:	18
Workers Comp Code:	8810		
Job Code Established:	03/02/92	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Correctional Records/Time Computation Series

JOB CODE TITLE: CORRECTIONAL RECORDS TIME COMPUTATION PROGRAM
SPECIALIST

HRIS TITLE: CORRL RCDS TIME COMPUT PRG SPCT

CHARACTERISTICS OF THE CLASS: Works under general direction from a higher-level administrator. Authority to review, analyze and interpret laws, policies and procedures governing the program; conduct analysis of work and system processes and provide training throughout the statewide system; review and determine the propriety of all programmatic components. Long hours of concentration on reviewing, analyzing and interpreting difficult laws, rules and policies; travel as required. Performs specialized programmatic duties related to the agency wide program of offender records/time computations; reviews, analyzes and interprets laws and policies governing program; develops procedures, policies and work standards; researches and compiles statistics to determine and recommend changes in work processes; prepares work manuals and training devices; conducts training; provides technical guidance to staff in interpreting complex time computations; monitors and evaluates program operations for compliance and integrity.

EXAMPLES OF DUTIES: Reviews and analyzes laws, court decisions, legal opinions, rules, policies and procedures governing the establishment and maintenance of offender records. Reviews and analyzes offender records for accuracy of time computations, recalculations and release dates; detects and corrects errors; advises management and trains to prevent further problems. Interfaces with federal and state officials to ensure proper interpretations of governing laws, rules and regulations. Develops procedures and methods for implementation of program components. Develops training devices and conducts training in new and/or changes to work and system components; monitors and evaluates compliance; prepares reports of findings, including recommendations. Provides technical assistance or program guidance. Prepares and recommends program standards, goals and policies. Conducts research and compiles statistics regarding program changes and needs; develops new forms for use and instructs in use; monitors for proper use by staff. Uses automated system to review and evaluate records; ensures that proper procedures are being followed by staff. Coordinates with superior on new and/or changes to program; participates in meetings to evaluate need for changes to policies and procedures; writes and recommends changes. Reviews security policies and procedures; ensures all governing laws, regulations and policies are being complied with and security measures are effective. Reports violations and provides proper training to prevent recurrences. Reads and responds to correspondence from families, law enforcement officials, institutions, offenders, legal representatives and other jurisdictions regarding information on time computations. Coordinates with interstate compact officials on proper information of offenders enrolled in programs. Prepares a variety of administrative reports on work activities for use by superiors. Attends unit staff meetings under direction of supervisor; participates in discussions; receives and provides information helpful in work system; participate in problem solving and decision making. Confers with superior regarding work-related problems; listens and provides information; participates in problem solving and decision making. Performs other related duties as required.

WORK RESULTS/PRODUCTS: Interpretations of laws, policies and procedures completed; offender records analyzed and reports, including recommendations, prepared and submitted; program components and work processes evaluated and training completed.

RESPONSIBILITY: for interpreting laws, time computations and recalculations in timely and accurate manner; determining need for and providing effective training in all programmatic components; timely evaluations of work/system problems and provision of effective recommendations for changes; testifying in court regarding records.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal, State and agency laws, rules, regulations, policies and procedures governing all components of program; the practices and methods of reviewing and interpreting court decisions, criminal codes and legal opinions affecting sentences, releases, classifications and time computations of offenders; the practices and techniques of analyzing work management and procedures; the practices and techniques of reviewing and analyzing offender records to determine propriety of time computations and recalculations due to changes in classifications; the techniques and methods used in analyzing needs for and continuing training in work processes; the techniques and methods used in establishing and maintaining the automated records system and security requirements of information.

Ability to: apply and interpret Federal, State and agency laws, policies and procedures governing all components of the offender records and time computations system; analyze and determine the propriety of time computations, recalculations, sentences and releases; evaluate and provide timely and effective training in all components of the statewide system; testify in court regarding the intricate details of time computations and governing laws and policies; prepare legal documents; compute complex time computations and release dates; communicate verbally and in writing; establish and maintain work relationships.

Skill in: operating keyboard; operating automated system to update offender records.