

CLASSIFICATION SPECIFICATION

FLSA:		Job Code:	ACV31178
Job Class Code:	010	Salary Schedule:	AREG
EEO Category:	01	Grade:	19
Workers Comp Code:	8810		

Job Code Established:	03/02/92	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Correctional Records Files/Time Computation Series

JOB CODE TITLE: CORRECTIONAL RECORDS FILES/TIME COMPUTATION MANAGER

HRIS TITLE: CORRL RCDS FILES TIME COMPUT MGR

CHARACTERISTICS OF THE CLASS: Works under general direction of the Administrative Manager, Offender Information system. Authority to independently implement procedural changes; schedule and set priorities of workloads; evaluate staff; clarify eligibility dates; interpret laws and policies; serve in absence of supervisor as required. Stress from constant and unusual volume of workloads and requirements for precise information and data; may require some travel to conduct training in institution. Manages, through subordinate supervisors, the work of the staff of the Time Computations and File Room units; develops and implements work schedules and priorities, and work procedures within established guidelines; participates in work by reviewing and resolving the most difficult of time computations and conflicts of data; evaluates work results and trains; audits records to determine proper and accurate maintenance; may testify in court on records.

EXAMPLES OF DUTIES: Devises work schedules for self and staff on a periodic basis. Resolves problems and questions from subordinate staff regarding work processes and system. Evaluates workloads and processes; plans and develops improvements, including changes in staff assignments. Reads, evaluates and prepares responses to inquiries regarding offenders' eligibility release dates. Plans, analyzes and develops training programs and materials and conducts training in offender records for subordinate staff and other staff in agency. As required, testifies in court regarding information and data in offender records. Reviews and analyzes new or changes in procedures, policies and laws governing offender records and time computation calculations; discusses with supervisor and plans actions; briefs and instructs staff and others. Receives and reviews court documents, orders, detainers and warrants regarding control of offenders; confers with supervisor and takes actions. As required, conducts administrative audits of offender records, files, information and data; determines proper maintenance and security. Writes detailed reports of the work processes and system; confers with supervisor, plans and initiates actions for improvements. Establishes and maintains work standards, procedures, methods and rules for the work unit. Confers with local officials and law enforcement officers regarding problems or questions affecting the program or work system. Attends management-level staff meetings under direction of supervisor; receives and provides information regarding work systems; assists in resolving problems. Confers with local officials and law enforcement officers regarding problems or questions affecting the program or work system. Confers with superior; regarding problems and questions, regarding the work system, including employee relations problems; plans actions; makes decisions. Attends unit staff meetings as chairperson; listens, guides discussions and resolves conflicts. May assist superior in planning and developing operational budgets; gathers and compiles past expenditures and calculates and projects future needs. Writes recommendations for changes to work procedures, policies and laws governing the work processes pursuant to established regulations and guidelines. Performs related work as required.

WORK RESULTS/PRODUCTS: Functioning work units; staff trained, evaluated and reports prepared and submitted; audits of work processes and records completed; records safeguarded.

RESPONSIBILITY: for timely, effective and accurate time computations and record maintenance; developing and conducting training in work processes; recommending personnel actions for staff; effective and professional coordination and contacts with agency personnel and other public and private representatives and officials.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: work management and supervision principles and techniques; Federal, State and agency laws, rules, regulations, policies and procedures governing offender records and provision of information to others; criminal codes, sentence and parole laws and methodology of time calculations for eligibility release dates; functions and jurisdictions of local, State and Federal courts and law enforcement agencies; Board of Executive Clemency policies, procedures and programs for their effects on offender releases; administrative office practices and procedures.

Ability to: apply techniques of work management and supervision; interpret laws, rules, regulations, policies, and procedures governing offender records and security and release of information; interpret criminal codes, sentence and parole laws and calculating eligibility release dates; review and interpret court documents, orders, detainers and warrants; perform administrative and office practices; communicate verbally and in writing; establish and maintain work relationships.

Skill in: operating keyboard.