STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	**NEXP**	**Job Code:**	**ACV39031**
Job Class Code:	**660**	**Salary Schedule:**	**ASRCORR**
EEO Category:	**02**	**Grade:**	**20A**
Workers Comp Code:	**7720**		
Job Code Established:	**07/01/96**	**Effective Date:**	
Job Code Revised:	**11/06/00**	**Effective Date:**	
Job Code Revised:	**11/14/05**	**Effective Date:**	**01/01/06**

JOB CODE SERIES: Public Protection and Public Order Series

JOB CODE TITLE: **CORRECTIONAL OFFICER IV**

HRIS TITLE: **CORRL OFFICER IV**

CHARACTERISTICS OF THE JOB CODE: Works under general direction of a Correctional Administrator. Authority to review and approve/disapprove completed work by staff; assign/reassign staff to meet needs of workloads and programs; evaluate performances of staff and prepare appropriate reports as required; interview and recommend hiring of staff. Supervises correctional program staff and daily activities of staff of other correctional programs such as: library, inmate records, classification, educational programs, chaplain services, recreation and work programs. Resolves inmate issues, works with security and medical staff in treatment team concept, and refers inmates to various correctional programs. Staff trained and functioning in the prescribed manner; facilitation and rehabilitative programs producing desired results; work assignments completed; administrative tasks completed.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Assigns, reviews and evaluates completed work by staff; conducts periodic on-site visits of staff carrying out assigned duties; plans and implements methods to improve work; counsels and trains staff; devises a work schedule for self and staff on a periodic basis. Responds to and resolves questions and problems received from staff regarding work system and other related activities. Reviews recommendations from staff regarding inmates' requests for visits, special personal items, relations, approves/disapproves or recommends approval/disapproval. Reviews, evaluates, recommends changes and implements approvals of care and treatment policies and procedures; instructs staff in new methods and conducts follow-ups to assure proper administration. Serves on classification committees; reviews reports prepared on inmates; analyzes and makes recommendations for changes in classification levels or movements within assigned prison units.

Conducts periodic inspections of work areas, assuring that staff and inmates are provided safe, clean and secure areas; prepares reports and coordinates with appropriate institutional representatives when conditions are other than dictated by agency policy. Responds to questions and recommendations by personal visits from families, relative, officials of agency and other correctional program representatives. Receives institutions recommendations for classifications and placement of inmates, as required; review and analyzes and approves or disapproves, and notifies institutions of decision; interacts to resolve conflicts. Maintains proficiency with security and other related defense and control equipment. Researches, identifies and advises on changes or new procedures and policies for the classification system. Assists in training and guiding staff and others in the changes or new procedures and policies. Prepares responses for use by the State's Attorney General's office, regarding records, care and treatment of inmates, as required; manages the most complex cases; may testify in court.

Serves as "Duty Officer of the Day" on a rotating schedule, as required. Serves in the absence of a Correctional Administrator, as required. Attends staff meetings as chairperson; provides input; listens and resolves conflicts of opinions and information; guides discussions; makes final decisions or refers unresolved problems to a Correctional Administrator. Attends supervisory and management level staff

meetings; provides and receives information helpful to the work system; participates in problem solving and decision-making. Confers with superior regarding work unit, staff related problems; provides and receives information. Performs related work as required.

WORK CONDITIONS: Shift work; light lifting required. May be exposed to hazards associates with security and guidance of inmates; may be required to be on stand-by.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: federal, state and agency laws, rules, regulations, policies and procedures governing the security, guidance and rehabilitative programs for inmates. Knowledge of methods and techniques of leadership and work management. Knowledge of methods and techniques of case and time management and using automated systems to maintain records. Knowledge of methods and techniques of interviewing, evaluating and formulating decisions regarding inmates' programs. Knowledge of methods and practices of rehabilitative program objectives in a correctional setting. Methods and practices of due process hearings and appeals. Knowledge of practices and methods of security techniques and discipline systems and programs of an institution.

Skill in/Ability to: applying and interpreting Federal, State and agency laws, rules, regulations, policies and procedures governing security, guidance and rehabilitative programs for inmates. Supervising and training staff in a correctional setting; leadership and work management techniques and methods; providing guidance and crisis intervention for complex cases on a group or individual basis. Interviewing, evaluating and formulating decisions regarding guidance and rehabilitative programs; establishing and maintaining prescribed case management files and using and training in the use of the automated records system. Verbal and written communications as prescribed for a correctional setting. Interpersonal relationships with other staff and inmates. Method and techniques of security and discipline programs of an institution. Assigning, reviewing and evaluating staff work in a timely and professional manner; conducting training of staff; the provision of timely guidance and rehabilitative program services; compiling, preparing and submitting appropriate operational budgets for unit's need; participating on treatment team; providing guidance on difficult/complex cases.

KSAs are typically obtained through experience and/or education in:

- Two years of experience as a Correction Officer III in the Arizona Department of Corrections.

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Some positions require a medical/physical evaluation, psychological examination, pre-employment drug screening, and undergo a background investigation prior to appointment; A current Arizona driver's license appropriate to the assignment is required at the time of appointment.