

**CORRECTIONS PROGRAM SPECIALIST**

**Nature of Work:** Under general supervision, performs work at the full-performance level in the implementation and evaluation of and technical assistance for programs/services characteristic of Division of Corrections or the Regional Jail and Correctional Facility Authority. In Prison Industries, serves as a specialist in promoting prison industries products. Serves in a staff specialist or technical assistant role to ensure compliance with federal, state and local regulations relating to the program or service area. Performs the full range of specialized tasks relating to the program area to include analysis and comprehension of program/services regulations, development and implementation of action plans to achieve desired results, coordination and collaboration with inter- and intra- agency personnel, writing program procedure manuals, compilation of regular and special reports on program status and the signing and review of work to support staff or other specialists. Although regulations, methods and procedures in the program area are available, employee may exercise independent judgement and latitude in the work performed. Travel may be required for some positions. Performs related work as required.

**Distinguishing Characteristics:** The Corrections Program Specialist is distinguished from the Corrections Program, Senior class by the absence of lead work or supervisory responsibilities over professional staff and, in relation to the Senior level, the limited complexity of the programs/services provided.

**Examples of Work**

- Acquires working familiarity with applicable laws, regulations, policies and procedures and interprets/applies same to the functional area.
- Compiles or oversees the compilation of program-specific data for the preparation of regular and special reports on program compliance and status.
- Represents the program unit with inter- and intra- agency personnel related to the program/service area.
- Collaborates with educational, health, social services, and rehabilitation agencies in the provision of services to inmate population.
- Develops policies and procedures for implementation of programs; conducts periodic evaluation of program operation to determine effectiveness and compliance.
- Solicits new accounts in promoting prison industries products; maintains existing accounts.
- May lead or supervise security and/or support staff.

**CORRECTIONS PROGRAM SPECIALIST (CONT'D)****Knowledge, Skills and Abilities**

Knowledge of modern theories, principles and practices in the field of corrections.

Knowledge of state and federal laws and regulations relating to corrections.

Knowledge of sales and marketing practices and techniques.

Ability to implement and evaluate correctional programs/services at the institutional level.

Ability to provide technical assistance on correctional programs and/or services.

Ability to coordinate programs/services on an inter- and intra- agency level.

Ability to develop and maintain effective working relationships with educational, health, social services, rehabilitation agencies and private and public sectors.

Ability to maintain records of program operations.

Ability to communicate effectively, orally and in writing.

**Minimum Qualifications**

**Training:** Bachelor's Degree from an accredited college or university in criminal justice, corrections, social work or related behavioral science field.

**Substitution:** Full-time or equivalent part-time paid experience as described below may substitute for the required training on a year-for-year basis.

**Experience:** Two years of full-time or equivalent part-time paid professional experience in a corrections, probation/parole, law enforcement, social work, recreation, religion or related behavioral science field.

**Substitution:** Master's Degree from an accredited college or university in criminal justice, corrections, social work or related behavioral science field may substitute for the required experience on a year-for-year basis.

**For Positions in the Prison Industries Sales Incentive Program**

**Training:** Bachelor's Degree from an accredited college or university in business administration or marketing.

**Substitution:** Full-time or equivalent part-time paid experience as described below may substitute for the required training on a year-for-year basis.

**Experience:** Two years of full-time or equivalent part-time paid experience in sales or marketing.

Established: 8/19/93  
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