



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CORRECTIONAL CLASSIFICATION AND PLANNING SPECIALIST</b>	<b>42*</b>	<b>B</b>	<b>12.554</b>

Under general direction of the Division Administrator, Offender Management, supervise the Research and Planning Programs, the classification system, and the automated inmate information system.

Develop population projections for use in fiscal and construction planning, at the direction of the Division Administrator, Offender Management, as required by NRS 176.011 by analyzing the legal and correctional characteristics of offenders who are in prison, who are coming to prison, and who have departed prison, using computers, computer software, and the database containing classification data on the inmate population in order to generate a series of distributions to be manipulated by a stochastic projection model.

Review and analyze State population trends and demographic factors in the change of the intake population, at the direction of the Division Administrator, Offender Management, by reviewing and analyzing law enforcement practices which would affect prison intake (police and judiciary) and prison release system and practice (Parole Board and Parole and Probation Division).

Develop, implement and manage the maintenance of statistical and computer systems in order to facilitate the statewide collection of data concerning the inmate population and institutional activities, so as to assist management with decisions relative to security, programs, and population management.

Review the criminal history of an offender using the FBI rap sheet, the Division of Parole and Probation Presentence Investigation, and other available historical resources to ensure compliance with statutory limitations on the assignment of reduced custody levels.

Document the inmate classification decision in the information tracking system.

Review and approve the Central Monitoring System Reports which document exceptional case factors affecting the safety and welfare of inmates, and the security of the institution.

Direct institutional classification staff, from the Associate Warden level downward, on classification practices and procedures for the purpose of compliance and uniformity in the application of inmate classification rules and regulations.

Audit classification practices of institutions and facilities by reviewing their records to ensure that inmates are properly classified and prepare reports on the performance of classification staff in the institutions.

Train institutional and departmental staff in classification, records management, and sentence management issues, on an institutional level and in the pre-service training program and assist the records manager, transportation staff, and institutional classification staff in interpreting agency policies and regulations.

Establish standard criteria against which to assess performance of the classification system; enforce the classification standards and criteria by reviewing classification actions and decisions.

**\* Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention.**

Review and approve institutional recommendations for inmates' assignment to work programs and/or housing outside the security parameters of the department's major institutions and approve transfers, reviewing inmate files and recommendations received from the Institutional Classification Committee.

Direct the department's component of residential confinement of offenders; ensure coordination of supervision of residential confinement participants with the appropriate Parole and Probation agencies and courts of the State.

Draft administrative regulations pertaining to classification in order to comply with new laws and regulations; prepare recommendations on legislative bills affecting classification in the department; prepare reports and responses to correspondence for department management, and the Governor on various issues related to classification, planning, or correctional issues; recommend changes to the Nevada Revised Statutes (NRS) regarding classification and sentencing and draft Bill Draft Requests (BDRs) for presentation to the Legislative Counsel Bureau as requested.

Manage the department's classification database by directing the activities of staff in the structure and development of the database for the efficient and effective use of the division's data processing resources; supervise staff relevant to completion of classification activities, the performance of audit functions, and management of the Interstate Agreement on Detainers.

Develop manual and computer reporting systems for use at the institutional and departmental level in the collection, recording, and transmittal of population and activities data to include collection instruments, computer screens, and data base design and modification.

Serve as a member of the departmental data processing steering committee; prepare budget for the data processing section of the Offender Management Division by analyzing current expenses and future plans and needs of the section.

Review candidates, at the request of the Administrator of the Division, for inbound transfer to the department under the auspices of the Interstate Compact Agreement, and develop recommendations regarding the suitability of the inmate for transfer to the department.

Maintain the Interstate Corrections Compact and the Interstate Agreement on Detainers by formulating local procedures, initiating transfer actions, and reviewing and authorizing transfer requests from other jurisdictions; establish and maintain interstate transportation contracts with private sector specialists to transport inmates.

Serve as the department's liaison to the community on issues affecting the department to include citizen inquiries relative to all aspects of offender incarceration; perform supervisory functions including assigning duties, reviewing work, evaluating performance, providing training, and taking disciplinary actions.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in corrections, criminal justice, law enforcement, or closely related field and four years of experience in the area of classification/casework services one year of which must have been working in a supervisory and administrative capacity; **OR** one year of experience as a Correctional Casework Specialist III in Nevada State service; **OR** an equivalent combination of experience and education.

**MINIMUM QUALIFICATIONS** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** inmate classification practices, law and policy; purpose of objective classification in a correctional setting; sentencing law and practices; institutional and transportation issues and the mission of the department. **Working knowledge of:** records management. **General knowledge of:** process of enacting a law; medical and psychological issues impacting inmates in a correctional facility; correctional practices of federal and various states' correctional systems. **Ability to:** identify probable affects of law and policy changes in the criminal justice milieu; draft/revise legislation and develop fiscal impact statements; interpret agency rules, regulations, policies and procedures relative to management functions; write summary reports and present verbal reports in understandable language; identify the effective elements of proposed law and policy changes; make decisions regarding the placement of offenders in department facilities; train staff in classification law, classification practices, and classification support systems; prepare and present written and verbal reports to administrators, legislators, and the judiciary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** classification database, its contents, organization, data entry specifications, maintenance, security features, and the ability to access and employ this database for research, query, or maintenance purposes. **Ability to:** use mathematical formulas to determine significant dates for individual inmates.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.554

ESTABLISHED:	10/28/83
REVISED:	7/1/89R
	3/13/90PC
REVISED:	7/1/91P
	7/6/90PC
REVISED:	1/1/01LG
REVISED:	7/1/01LG
REVISED:	7/1/05LG
REVISED:	7/1/09P
	06/20/08PC
REVISED:	06/19/13UC