



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

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EE0-4</u>	<u>CODE</u>
<b>DIVISION ADMINISTRATOR, OFFENDER MANAGEMENT</b>	<b>44*</b>	<b>A</b>	<b>12.551</b>

Under general direction, the Division Administrator, Offender Management has statewide responsibility for planning, organizing, implementing and controlling the department's inmate classification system, statistical information and planning system, the criminal justice records system and central transportation services. The incumbent also approves awards and forfeiture of statutory credit and develops contracts for housing inmates outside department facilities and outside the State.

Direct the department's component of residential confinement of offenders by ensuring coordination of supervision of residential confinement participants with the appropriate Parole and Probation agency, and courts of the State.

Direct the planning, organization, review and evaluation of the department's statewide inmate classification system by conducting research and developing uniform criteria for statewide application in the classification of inmates from reception to discharge; conduct classification audits and provide training to staff members; review difficult classification decisions that have reached the institutional Warden level; direct the use of the inmate information system for storage, review and decision making

Develop contracts for placing offenders in public and private housing facilities outside of the department, and in some cases, the State; review location of private housing resources throughout the United States, and complete contracts to ensure appropriate security and treatment of offenders placed in other jurisdictions.

Manage the Central Monitoring component of inmate information system that requires a higher level of classification scrutiny including interstate compact transfers, disruptive prison gang members and inmates requiring protective custody.

Direct the distribution of the inmate population in accordance with legislatively approved plans for the biennium while taking into account social equity issues, contract limitations, and capital improvement projects which affect housing availability for offenders.

Review and approve nominations for meritorious awards, and meritorious achievement credits based upon exceptional performance or actions of inmates in relation to various activities within the department.

Evaluate and approve forfeiture of statutory credit based on records and reports of inmate misconduct as well as documentation regarding disciplinary measures taken; ensure adherence with established departmental discipline policies and procedures.

Coordinate the acquisition of medical reports regarding candidates for compassionate release of offenders; determine that they meet the requirements of the law, evaluate case factors, and develop a recommendation for the director regarding the suitability of the release candidates; notify County Commissioners in the county in which the inmate will reside, and coordinate the release to the community for supervision of the inmate by the appropriate Parole and Probation agency.

Approve all requests from county officials for the housing of pre-trial detainees as "safekeepers" and monitor the detainee's legal status and adjustment while in the department's custody.

Direct and supervise the collection, maintenance and reporting of State prison population statistics, including

**\* Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

census, demographics, length of time served, characteristics of sentencing practices, parole practices, comparisons between western states and Nevada as well as documentation of trends related to all of the above to ensure that adequate information is available for planning purposes; and establish standards for the utilization of statistical information as well as the uniform application of methods and specific definitions used in gathering and reporting statistical information.

Review and approve semi-annual inmate population projections by reviewing the data collection methodology utilized by subordinate staff and contractors in order to assess needs and to allocate resources to meet inmate population growth; analyze inmate population statistics, demographic trends, incarceration rates, and sentence lengths, by conducting research and correlating the data with prison capacity, program development, security needs and other alternatives to incarceration.

Develop population projections for use in fiscal and construction planning 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 that impact the intake population by reviewing and analyzing law enforcement practices which would affect prison intake and prison release system and practice; coordinate the actions of research consultants with the actions of State research resources in order to validate the projections and to aid the ongoing development of the projection models developed by the department and direct the execution of projections to identify, analyze and determine the impact of proposed legislation or policy changes.

Supervise the division's statisticians in their regular functions of gathering, manipulating, and presenting information.

Formulate and regularly update department planning documents (Master Plans) by correlating statistical data and population projections with prison capacity in order to develop a valid needs assessment.

Administer the department's Central Criminal Justice record system; develop, implement, review and monitor institutional compliance with departmental policy and procedures concerning recordkeeping; interpret State and federal laws, judicially mandated requirements, Attorney General's opinions, and administrative regulations pertaining to inmate judgments (sentences), sentence credit law, and court case law; and approve inmate releases by reviewing documents prepared by subordinate staff to ensure uniformity and compliance with applicable Nevada Revised Statutes.

Report to the director all issues concerning court orders and other documents relating to civil and criminal litigations which impact the department and/or inmates by receiving and evaluating them as well as by interpreting and applying knowledge of the department's plans, policies and resource allocations.

Respond to formal inmate Second Level Grievances.

Develop budget, plans, policies and procedures regarding the transportation of inmates to and from department facilities, courts, medical providers, criminal justice agencies and other locations; coordinate the actual movement of inmates with the institution of departure, transportation vendors and the receiving jurisdiction or facility; approve vehicle and equipment purchases; monitor expenses and overtime.

Determine need for legislative changes and develop bill drafts for introduction by conducting surveys of the entire department and evaluating responses from management; track bill draft requests.

Serve as acting Warden of assigned institution/facility as directed.

Administer the Interstate Corrections Compact and the Interstate Agreement on Detainers.

Coordinate and manage the department's participation in research and information sharing activities with federal, state and local criminal justice agencies, the Federal Census Bureau and other governmental and private entities

as required.

Serve as the director's liaison with international, federal, state and municipal law enforcement and correctional agencies, members of the judiciary and attorneys and coordinate various external relations of the department as directed; serve as the director's liaison to the community on issues affecting the department to include legislative inquiries, pardons, and citizen inquiries relative to all aspects of offender incarceration.

Perform supervisory functions including assigning duties, reviewing work, evaluating performance, hiring new employees, providing training and taking disciplinary actions.

Perform related duties as required.

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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 six years of experience in the area of classification/case work services or statistics and planning, two years of which must have been working in a supervisory and administrative capacity; **OR** Master's degree from an accredited college or university in criminal justice, law enforcement, or closely related field and five years of experience in the area of classification/casework services or statistics and planning, two years of which must have been working in a supervisory and administrative capacity; **OR** one year experience as an Associate Warden in Nevada State service; **OR** one year as a Correctional Classification and Planning Specialist in Nevada State service.

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

**Detailed knowledge of:** objective inmate classification system; inmate population distribution in accordance with legislatively approved plan and capital improvement projects which affect housing availability for offenders; State rules, regulations, policies, procedures, and processes related to meritorious award and statutory credit; policies and procedures related to coordinating supervision of inmates confined to their residence. **Working knowledge of:** public financial administration. **Ability to:** analyze choices, judge the relative merits of choices, and make reasonable decisions; develop budget line items from projected inmate population using inmate driven formulas; modify and/or adapt the design of corrections statistics for enhanced utility to various users (to make them user friendly); identify effects of law and policy changes to prison administration; explain prison population forecasts to Legislators and public administrators; explain policy implications to computer programming staff; write technical reports on inmate classification which are suitable for publication in professional journals; present technical material to prison caseworkers in a manner that stimulates interest and learning; delegate and supervise technical employees; interact diplomatically with the public and the news media; make oral group presentations to provide releases, explain policy, defend agency's position or action; systematically arrange rules and instructions into groups or categories to facilitate training and implementation of policy; read technical documents such as statistical abstracts; design a performance measurement standard for classification; establish and maintain working rapport with practitioners in the general field of criminal justice, both within the State and nationally; analyze operational practices, define problems, develop solutions justify conclusions, and implement changes; develop innovative and resourceful solutions to problems; develop contracts for the housing of offenders in public and private facilities outside the department; communicate effectively orally and in writing with courts, law enforcement agencies, and the general public. **Skill in:** negotiating inmate exchanges that are beneficial to the State; composing instruction manuals suitable for system wide publication.

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

**Detailed knowledge of:** department policy related to public information and news media relations; contents and operation of the department's automated inmate information system; the body of State law and policy that governs the department; classification criteria; State law and court cases related to crime and punishment; department security practices and laws related to the management of inmates; Nevada legislative process related to bill drafting and law changes. **Working knowledge of:** statistical methodology employed by the department; computer based population forecasting techniques. **Ability to:** thoroughly explain exceptions to criteria and policy based on logical reasoning; determine public concerns regarding inmate risk potential; translate problem/solution questions to programmer for database analysis; making rational decisions during emergency

situations.

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.

12.551

ESTABLISHED: 1/13/83R  
10/28/83PC  
REVISED: 7/1/91P  
7/6/90PC  
REVISED: 3/27/98R  
8/10/99UC  
REVISED: 1/1/01LG  
REVISED: 7/1/01LG  
REVISED: 6/19/13UC