STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 │ Carson City, Nevada 89701
Phone: (775) 684-0150 │ http://dop.nv.gov

MEMO PERD #18/13

May 20, 2013

TO: Personnel Commission Members
                Department Directors
                Division Administrators
                Agency Personnel Liaisons
                Agency Personnel Representatives
                Employee Representatives

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
                Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes please send your written notification to Peter Long at plong@admin.nv.gov no later than June 19, 2013.

If no written objections are received in this office by June 19, 2013, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: #13-13
Posting Expires: June 19, 2013

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
12.554	Correctional Classification and Planning Specialist	42 B	12.554	Correctional Classification and Planning Specialist	42 B

EXPLANATION OF CHANGE

As requested by the Nevada Department of Corrections (NDOC), Human Resource Management recommends revisions to the Correctional Classification and Planning Specialist to aid in the recruitment process and clearly define the duties being performed by the position.

Positions in this class supervise the Research and Planning Programs, the classification system, and the automated inmate information system.

During the review, Human Resource Management worked closely with management of NDOC which supports this recommendation.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0151.

Objections to the proposed change(s) must be received in writing by <u>June 19, 2013</u>. Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment, Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: <u>May 20, 2013</u>

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CORRECTIONAL CLASSIFICATION AND PLANNING SPECIALIST	**42***	**B**	**12.554**

Under [the] *general* direction of the ***Division Administrator, Offender Management*** [Chief of Classification and Planning], 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).[; 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 on the prison population for fiscal and construction planning efforts.]

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 Pre-sentence 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*** [central files, and the classification database for institutional action and data maintenance functions].

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.

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

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

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 [~~data processing, records management, and sentence management issues~~] in order to comply with new laws and regulations; prepare recommendations on legislative bills affecting *classification in* the department; [~~in the areas of classification, data processing, records management, and sentence management issues;~~] prepare *reports and* responses to correspondence for [~~the Chief of Classification and Planning, the director of the~~] department *management*, and the Governor on [~~matters regarding~~] *various issues related to* classification, planning, [~~and~~] *or* correctional issues [~~in general~~]; 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* [~~by following instructions given by the supervisor~~].

[~~Supervise the division's statisticians in their regular functions of gathering, manipulating, and presentation of information by setting goals, making work assignments, prioritizing work, establishing timeframes, reviewing work output, and evaluating performance;~~] Manage the department's classification database by directing the activities of [~~the division's analyst~~] *staff* in the structure and development of the database for the efficient and effective use of the division's data processing resources; supervise [~~the division's classification analyst~~] *staff* relevant to completion of classification activities, the performance of audit functions, and management of the Interstate Agreement on Detainers [~~(IA)~~].

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 [~~Classification and Plann~~ing] *Offender Management* Division by analyzing current expenses and future plans and needs of the section.

Review candidates, at the request of the [~~Chief~~] *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* [with an Associate's degree] in corrections, criminal justice, law enforcement, [business information systems] or *closely* related field and four years of experience in the area of classification/casework services [or statistics and planning or information systems,] 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.* [Bachelor's degree from an accredited college or university in criminal justice, law enforcement, business information systems or another field related to classification/casework services and two years of experience as described above, one of which must have been working in supervisory and administrative capacity.]

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Detailed knowledge of: inmate classification practices, [on departmental level; classification] 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:** [advanced statistical methods] *records management.* **General** k**nowledge of:** [the philosophy regarding objective classification; the] process of enacting a law; [sentencing law and practices; institutional, transportation,] medical *and* psychological *issues impacting inmates in a correctional facility; correctional practices of federal and various states' correctional systems* [records management, fiscal practices, and the mission of the department]. **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 [of technical activities and results into non-technical, understandable language;] *and* present verbal reports in understandable language; [isolate] *identify* the effective elements of proposed law and policy changes; make decisions regarding the placement of offenders in department facilities; train staff [using a variety of media] in classification law, classification practices, and classification support systems[, by the development of prescriptive and/or didactic lesson plans]; 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:** [projection techniques and the population projection model used in the State of Nevada; State demographic trends; State contracting procedures; the] 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 SAS (Statistical Analysis System) programming language and STAT + statistical software; apply statistical methods to derive summary data for use in the population projection assumptions as the basis for research into population issues;] use mathematical [functions] *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.

<u>12.554</u>

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*