

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Corrections Analyst**

**Class Code: 11453**

**Pay Grade: GI**

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### **A. Purpose:**

Interprets and implements policies and initiates procedures for assigned Department of Corrections activities to ensure each inmate, parolee, or other institutional resident is dealt with according to the letter of the law.

### **B. Distinguishing Feature:**

The Corrections Analyst interprets and applies policies on a case-by-case basis to ensure inmates and parolees are moved in and out of the correctional system legally and equitably. The Corrections Specialist administers an assigned program by developing policies and procedures to implement program goals and objectives; managing daily program activities by scheduling and monitoring projects and personnel; acquiring and managing grants and other funding sources; providing technical direction to staff, public, and other agencies' staff by interpreting program guidelines and objectives; and identifying statistical requirements to meet reporting needs for department, state, and federal agencies.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Computes and verifies dates on inmates received into Department of Corrections facilities to ensure sentences and projected release dates are completely accurate and based on the appropriate statutes.
  - a. Interprets court sentencing documents and calculates sentence structure and discharge-to-parole dates upon arrival of each inmate.
  - b. Reviews court records systems to determine current sentences and/or pending charges.
  - c. Performs criminal history checks through NCIC to search for felony convictions.
  - d. Provides information on sentencing laws, inmates' discharge dates and lengths and structure of sentences to attorneys, court agencies, parole staff, judges, etc.
2. Conducts orientation and scheduling interviews with all new admissions to facilitate transition into the facility and ensure appropriate placement in available educational and work programs.
  - a. Reviews inmates' records for programming requirements.
  - b. Interviews inmates to determine skills and limitations, determines suitability for work, and refers inmates to supervisors for possible employment.
  - c. Conducts tests for skills and provides safety training classes.
  - d. Coordinates community service work for inmates.
    - i. Selects inmates with required skills.
    - ii. Coordinates transportation and security.
    - iii. Maintains records and payroll information.
  - e. Maintains inmate hours worked, enters information into central computer system, and calculates payroll amounts upon discharge.
  - f. Conducts diagnostic tests and enrolls inmates in vocational education classes; and maintains transcripts for permanent records and referrals.
  - g. Maintains inventories of vocational education supplies, materials, and equipment.

- h. Prepares reports regarding inmate employment, vocational enrollment, and other programming participation; and ad hoc reports as requested.
    - i. Updates mainframe systems daily with data regarding work assignments, vocational and academic involvement, and credits for parole compliance.
  3. Releases inmates to parole supervision to comply with Board of Pardon and Paroles directives and state statutory guidelines.
    - a. Interprets and applies statutory guidelines as they pertain to, and affect, each inmate or parolee.
    - b. Prepares investigative summary sheets for inmates appearing before the Board for parole consideration.
      - i. Assesses inmates' rehabilitation efforts and potential for successful release into society and makes recommendations to the Board to grant or deny parole.
      - ii. Develops conditions of parole.
    - c. Reviews inmates' placement plans and files, checks for holds and detainers, and approves releases to parole.
    - d. Initiates release documents and prepares parole agreements, and meets with inmates to review and explain parole agreements and get their signatures.
    - e. Finds acceptable placements for inmates with extensive problems.
    - f. Processes releases to Central Records to initiate release of inmates to parole supervision.
  4. Creates a monthly discharge list to ensure timely release of inmates from custody.
    - a. Recalculates sentencing and parole dates prior to actual discharge of any inmate from custody.
      - i. Checks for holds, wants, and warrants.
      - ii. Checks notifier database.
      - iii. Contacts affected law enforcement and other state agencies.
    - b. Prepares completely accurate releases under very narrow time constraints, in order to allow for loss of good time, parole board actions, etc.
    - c. Authorizes preparation of, and signs, release slips.
    - d. Notifies States Attorneys of individuals being released.
    - e. Prepares discharge certificates and provides copies to Clerks of Courts.
  5. Investigates appeals from inmates for administrative remedies concerning disciplinary and classification actions taken at DOC facilities to ensure compliance with the department's administrative remedy policies.
    - a. Conducts investigations with institutional staff involved with the administrative actions.
    - b. Determines whether actions taken were in compliance with laws and policies.
    - c. Recommends whether appeals should be upheld or overturned based on findings.
    - d. Drafts responses to inmates for the secretary's signature which explain findings and conclusions.
  6. Directs the creation, maintenance, and security of inmate records, both institutional and legal, and record keeping systems to ensure integrity of file management and compliance with legal requirements by all staff at correctional facilities.
    - a. Develops and implements file management policies and procedures.
    - b. Creates and maintains mainframe records systems, and adds enhancements to expand information and accessibility.
    - c. Assigns and maintains user groups and access codes for mainframe users.
    - d. Provides technical support and assistance to other staff using information supplied by the mainframe systems.

- e. Defines information fields in mainframe systems to make them compatible with Access database designs.
- f. Coordinates and monitors the movement of records throughout the department.

7. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to a Corrections Program Manager; does not supervise, but routinely interprets laws and policies to provide information to other employees.

#### **E. Challenges and Problems:**

Challenged to interpret and apply laws and regulations for release to parole with complete accuracy to preserve the rights of those incarcerated in state facilities; and to ensure compliance with their sentences. This is a challenge because of a combination of old and new laws and regulations that may apply singly or in combinations to each inmate; and because anything affecting the time served from all sources must be discovered and included in final decision-making. Further challenged to develop and maintain record keeping systems that allow access with limitations, provide data for reporting in a timely manner, synchronize with other systems, and have the capacity to keep complete records from Corrections institutions. This is challenging because old and new systems must be designed to interface to bring everything into one place, security access must be delegated and rescinded without fail, and reporting capabilities must be timely.

Problems include explaining laws and policies to a variety of people and helping them understand the impact on sentences; gaining cooperation with agencies in other states when it's necessary to fulfill assigned obligations; determining whether inmates' non-compliance has an impact on their sentences and parole dates; and preparing accurate release dates under time constraints.

#### **F. Decision-making Authority:**

Decisions include whether discharge dates are correctly calculated according to department policies, state statutes, court-ordered judgements, and other orders affecting the dates; approval of releases to parole; approval of placement investigations submitted by parole agents; whether inmates' appeals for administrative remedies should be upheld or overturned; vocational participation of each inmate and referrals for testing or counseling; who has access to records and the limitations on access; whether current operating systems can be adapted to increase efficiency; whether warrants are necessary and what evidence to include.

Decisions referred include discrepancies in release dates that are not covered by existing policy; administrative remedies that could result in litigation; approval of questionable placement investigations; recommended policy changes; discharge dates that include unusual sentencing decisions; releases made outside ordinary circumstances; permanent changes in duty assignments; and information released to outside sources if it involves high profile cases.

#### **G. Contact with Others:**

Daily contact with law enforcement officials, attorneys, judges from in and out of state, States Attorneys, and others to provide explanations of sentencing and parole laws; with other staff in the department to explain sentencing structures, parole laws, and to provide general information, and to assist in organizing parole releases; with the general public to answer questions and

concerns; with the Attorney General's staff to provide assistance in sentence structuring of future inmates and to give and receive guidance on specific laws and regulations; with inmates to answer questions about parole and executive clemency; and with other state agencies, cities, and businesses regarding placement of inmate workers.

#### **H. Working Conditions:**

Works in a typical office environment, and has routine contact with inmates.

#### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- the Department of Corrections' policies and procedures;
- the prison system;
- state laws and regulations regarding sentencing, parole, inmate programming, inmate work procedures and payment;
- computers and applications including mainframe programming;
- vocational educational course work and testing procedures;
- human relations sufficient to coordinate with a wide variety of people.

Ability to:

- comprehend and implement state laws and regulations applicable to sentencing and parole, and the prison system;
- interview and place inmates in appropriate work situations;
- establish and maintain working relationships with law enforcement officials, local government officials, court officials, other state agencies' staff, peers in other states, the public, and coworkers;
- communicate information effectively and concisely;
- evaluate the effectiveness of policies and procedures and recommend changes;
- use a computer.