

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Corrections Specialist**

**Class Code: 11454**  
**Pay Grade: GJ**

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### **A. Purpose:**

Manages Corrections Programs by implementing state laws, rules, and regulations; developing content areas and resources for assigned program activities; developing policies and procedures; providing technical assistance to staff and program participants; monitoring approved grants and funding; preparing mandatory reports; and keeping records and files to ensure activities are properly conducted and appropriate methods are followed, and to ensure compliance with state regulations and federal guidelines.

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

The Corrections Specialist administers assigned programs 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. 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.

### **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. Develops and revises policies and procedures to ensure programs function within parameters established by laws and regulations.
  - a. Develops and implements standards and methodologies to implement program objectives and administrative processes.
  - b. Acts as liaison and consultant among various agencies and other staff involved with program services to facilitate cooperation in implementing services.
  - c. Collects, analyzes, and interprets data measuring program effectiveness, and develops and implements corrective measures as needed.
  - d. Incorporates technological changes into program activities to ensure current, complete, and timely availability of data and information.
  - e. Develops and maintains policy and procedure manuals for staff; and reviews and updates forms to coincide with changes in law and policy.
  - f. Promotes program and related services through public presentations and appearances; and media and personal contacts.
  - g. Oversees contracted program participants to ensure compliance with program policies.
2. Manages federal grants to ensure available, ongoing resources for Corrections programs, and to ensure program participants use funds the way they were intended.
  - a. Completes federal grant applications.
  - b. Compiles necessary data and program assessments to comply with grant-reporting requirements, and writes reports to both federal and state agencies.
  - c. Collects and analyzes local entities' grant requests and approves or denies them based on federal grant requirements.
    - i. Assists with grant applications.

- ii. Interprets grant requirements and guidelines.
  - d. Monitors subgrantees by screening requests for reimbursements and conducting on-site inspections.
  - e. Authorizes reimbursements for payment.
3. Performs administrative functions to ensure daily program operations function consistently and efficiently.
    - a. Develops annual budget recommendations and cost estimates, and grant materials; administers grants; and monitors budget and other program funding.
    - b. Provides direction in procedures to staff, the courts, the public, attorneys, inmates and parolees and their families, etc.
    - c. Oversees lawsuits against the department, ensuring consistent application of procedures at all facilities, information and documentation are current, and legal materials are submitted in compliance with court requirements.
    - d. Analyzes, develops, and revises operating procedures.
    - e. Develops and implements training programs for field and office staff, and board members.
    - f. Approves claims for reimbursement and requests for program services.
    - g. Determines Medicaid eligibility for youth placed in residential facilities.
  4. Develops and evaluates community based services to ensure compliance with service contracts.
    - a. Acts as liaison and coordinator among various agencies and other staff involved with program development and service delivery.
    - b. Collects, analyzes and interprets data measuring program effectiveness.
    - c. Evaluates community based programs to ensure compliance with effective correctional principles and works with contracted providers to implement corrective measures as needed.
    - d. Develops performance based contracts.
  5. Serves as Formula Grants Monitor/Coordinator to ensure compliance with the Juvenile Justice and Delinquency Prevention Acts.
    - a. Drafts compliance monitoring plan and compliance reports consistent with federal requirements.
    - b. Inspects and classifies state and local facilities.
    - c. Collects and analyzes admission and release data.
    - d. Identifies violations of federal requirements and drafts correction action plans.
    - e. Provides technical assistance and consultation to state, local and private facilities.
  6. Serves as Disproportionate Minority Confinement Coordinator to ensure that confinement of minority juveniles is maintained in compliance with federal and state guidelines.
    - a. Collects and analyzes state and local juvenile justice data consistent with federal requirements.
    - b. Coordinates statewide and local intervention projects and workgroups.
    - c. Manages subgrants and contracts for services.
    - d. Drafts required federal reports and grant applications.
  7. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to a Corrections Division Director or Program Manager. Does not supervise but may provide work direction to other staff.

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

Challenged to develop and revise policies for Corrections programs that are governed by complex combinations of laws and rules, where errors in processing or implementation can cause extensive liability, and may even result in lawsuits. Further challenged to develop and implement new programs to expand or enhance existing capabilities on a statewide basis. This is challenging because the needs already exist and it is imperative to develop program capacities that meet those needs, this must happen across several service delivery systems.

Problems include determining the impact of policy changes on other connected programs and systems; providing consistent and understandable interpretation of laws and regulations in situations that are all different; motivating contracted program participants to comply with policies; facilitating cooperation from program participants who have different priorities; interpreting grant guidelines to program participants; and determining how to get accurate statistical data in a timely manner.

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

Decisions include recommendations for program goals and objectives; initial content of policies and procedures; whether the quality of program services is meeting standards; whether individuals are eligible for program services or to provide program services; approval of expenditures; recommendations for program development and enhancement; budget recommendations; changes in daily operations; responses to questions from other staff members and departments; and initial resolutions to personnel issues.

Decisions referred include final approval of policies and procedures, budget corrective actions, and program changes; approval of process controls that may affect or be affected by other agencies; expenditure of discretionary funds; and new data and statistics to collect.

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

Daily contact with gubernatorial staff, the department secretary, institutional program managers, and staff regarding program activities; with other staff involved with program services; with county and city governments to provide assistance with grants; weekly contact with supervisory managers to exchange information; with representatives from other agencies regarding contracts and budget considerations; and with institutional staff and parolees'/inmates' families to respond to questions about release procedures and requirements; monthly contact with other institutional agencies to collect statistics; and with federal contacts to acquire grant information and interpretation.

## **H. Working Conditions:**

Typical office environment, with routine exposure to convicted felons and adjudicated youth. Requires frequent statewide travel.

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

Knowledge of:

- federal and state laws, rules, and regulations applicable to assigned program activities;
- department policies and procedures;
- public administration as it relates to program activities assigned;
- principles and theories of program development, and the practices and procedures of implementation;

- demographics of communities and groups receiving services;
- legislative processes and deadlines, and rules promulgation procedures;
- principles of human relations and external communication;
- principles of evidenced based practice in corrections;
- knowledge of the grant application process.

Ability to:

- interpret and comprehend agency goals and objectives, policies and procedures;
- favorably present and promote departmental priorities, services, and actions internally and externally;
- gather, interpret, report, and use information concerning assigned activities;
- assess program effectiveness and recommend changes or alternatives;
- train and provide guidance to staff and service users;
- write grant proposals, preliminary budget requests, and reports;
- establish and maintain effective working relationships with staff and the public.