

Minimum Qualification Specifications
for the Class:

CORRECTIONS PROGRAM DEVELOPMENT OFFICER
(CORRECTIONS PRGM DEV OFFCR)

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree in sociology, psychology, criminology, penology or other related behavioral science which included coursework in research or statistics.

Excess work experience as described under the General or Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree in one of the above majors may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or substitutable experience background in sociology, criminology, penology, psychology or other related behavioral science must have included, but need not have been limited to, a basic theoretical knowledge of the general principles dealing with human behavior; counseling; current state of practice and concepts in corrections programs; and principles and methods of research or statistics.

In addition, for all of the different areas described above, the education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; speak effectively and persuasively; interact with others to establish effective working relationships; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

General Experience: Two and one-half (2-1/2) years of progressively responsible professional, counseling or other related social services work experience which

demonstrated the applicant's knowledge of and application of modern theories, techniques and practices in corrections work as they relate to redirection and rehabilitation. Such work experience may have been obtained in any agency concerned with reduction of criminals (e.g., courts, corrections or public/private rehabilitation organizations).

At least six (6) months of this experience must have demonstrated the applicant's aptitude for the performance of full-time program/staff specialist work in corrections. Evidence of such ability may be demonstrated through participating or assisting in the planning, coordinating or development of programs or program activities requiring the conduct of research and analyses and the application of problem-solving methods and techniques including the identification of problems and pertinent causal factors, development and evaluation of alternative solutions, recommendation/ implementation of appropriate courses of action and the preparation of narrative reports describing the problem or situation, various factors impinging upon the situation, presentation of alternatives and recommendation and justification of an appropriate solution.

Examples of such work assignment include (but are not limited to):

- (a) temporary designation as a team leader or team member responsible for looking into management or operational problems and coming up with solutions;
- (b) temporary designation as a problem-solver to look into the impact of new regulations, policies, laws or other regulatory or theoretical changes on operations, procedures or standards and to come up with changes in program activities required to comply with new requirements.

Specialized Experience: Two (2) years of professional work as a program specialist which required knowledge of modern theories, techniques and practices in corrections work and their application in the conduct of studies for the evaluation and analysis of program objectives, goals, policies, procedures, operations, standards and guidelines, the recommendation of changes for improvement of same and advising on the implementation of changes.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Non-Qualifying Experience

1. Subprofessional experience in a corrections program which was concerned primarily with security or service as a change agent is not qualifying.
2. Experience within a criminal justice system agency including a corrections program which was professional but involved only providing direct inmate services not related to redirection and rehabilitation problems and issues (e.g., as a dentist) is not qualifying.

Substitutions Allowed

1. One and one-half (1-1/2) years of progressively responsible experience as a professional counselor in a large institution (although the work was not concerned with dealing with those committed for corrections purposes) may be substituted for one and one-half (1-1/2) years of General Experience provided that the experience demonstrated that:
 - (a) the applicant possessed and applied knowledge of institutional support services, care and security requirements and of human behavior within the institutional setting;
 - (b) the applicant provided counseling for adjustment/ redirection and behavior change; and
 - (c) the institution involved long-term care and custody (i.e., residents included involuntary patients of the institution).

2. One (1) year of experience as a correctional officer whose full-time assignment was concerned with providing redirection services on a continuing basis to a group of adult or juvenile inmates on a one-to-one basis and in small groups may be substituted for one-half (1/2) year of General Experience (but not the year which demonstrated the ability to perform program specialist work).

The remaining two (2) years of General Experience required for such an applicant must have been comparable in scope and complexity to one (1) year as an advanced trainee and one (1) year as a journeyman in a professional series of work which met the requirements described under General Experience. The experience performing correctional officer work as described above may not be substituted for meeting Basic Education/Experience Requirements described elsewhere in these specifications.

3. One (1) year of experience as a full-time supervisory correctional officer with responsibility for organizing and managing a large subordinate staff, analyzing security requirements, establishing posts or other security measures and writing operational procedures may be substituted for one-half (1/2) year of General Experience including the one-half (1/2) year which demonstrated the ability to perform program specialist work (but not for the Specialized Experience).

The remaining two (2) years of General Experience required for such an applicant must have been comparable in scope and complexity to one (1) year as an advanced trainee in the State service and one (1) year as a journeyman in a professional series of work which met the requirements described under General Experience.

The experience as a full-time supervisory correctional officer as described above may not be substituted for meeting Basic Education/Experience Requirements described elsewhere in this specification.

4. One (1) year of professional experience as a program specialist in a human services program (other than corrections) may be substituted for the one-half (1/2) year of General Experience demonstrating program/staff specialist work and for one-half (1/2) year of professional corrections counseling work as described under the General Experience paragraph. Human services programs include social service/welfare, health, aging services or child development programs or related programs not directly having to do with a criminal justice system or correction program but which required the knowledge of human behavior and development, methods and techniques of counseling and redirection, and various community

agencies concerned with rehabilitation.

Such experience must have been of such level of proficiency involving the independent performance of designated research and the recommendation for improvement of changes in programs and activities. The scope of such assignments must have involved at least the independent performance of segments of larger projects where recommendations and results are integrated into the larger study by higher levels or of an equivalent scope and complexity.

5. Possession of a master's degree with a major in sociology, psychology, social welfare or a related field or in public administration, business administration or management from an accredited university may be substituted for one-half (1/2) year of General Experience demonstrating program/staff specialist work.
6. Possession of a master's degree in a behavioral science with emphasis in criminology or penology from an accredited university may be substituted for one (1) year of General Experience including the one-half (1/2) year demonstrating program/staff specialist work.
7. Possession of a degree in law from an accredited school of law may be substituted for one (1) year of General Experience including the one-half (1/2) year demonstrating program/staff specialist work.
8. Possession of a doctor's degree in sociology, psychology, social welfare or other related behavioral science from an accredited university may be substituted for one and one-half (1-1/2) years of General Experience including the one-half (1/2) year demonstrating program/staff specialist work.
9. Possession of a doctor's degree in criminology or penology from an accredited university may be substituted for all of the two and one-half (2-1/2) years of General Experience required.
10. Excess Specialized Experience may be substituted for the General Experience required on a year-for-year basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that

he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class CORRECTIONS PROGRAM DEVELOPMENT OFFICER (CORRECTIONS PRGM DEV OFFCR) which were approved on August 26, 1982.

DATE APPROVED: 7/27/16

Lisa M. J. Hodges
for JAMES K. NISHIMOTO, Director
Department of Human Resources Development