

Job Classification Specification

Jobcode Data

Effective Date Job Code 078150 Status A Reg/Temp Preferred

Description INMATE JOBS COORDINATOR

Minimum Salary Range \$3542.00 Maximum Salary Range \$5300.00

Job Classification Specification

Effective Date 06/15/2023

SUMMARY

Summary: Under general supervision, performs inmate coordination work of average difficulty; and performs related work as required.

Distinguishing Features: An employee in this class coordinates the assignment of inmates to jobs at an adult correctional facility. Work involves determining inmate qualifications and eligibility, creating and abolishing positions, and evaluating inmate job performance.

RESPONSIBILITIES

Monitoring and Controlling Resources:

1. Monitors monthly inmate payroll report for accuracy to ensure compliance with policies and procedures.

Developing Objectives and Strategies:

1. Generates SMART goals for assigned subordinates.
2. Develops objectives and goals based on institutional needs.

Evaluating Information to Determine Compliance with Standards:

1. Monitors the process to ensure compliance with departmental, state and ACA standards.
2. Assists the Office of Investigations and Compliance with the annual inspections of other institutions as needed.
3. Conducts inmate job audits on a monthly basis to ensure compliance with departmental and state guidelines.

Interpreting the Meaning of Information for Others:

1. Interprets a variety of policies regarding inmate jobs/classes to facilitate understanding, enhance

communications, and ensure compliance.

Processing Information:

1. Compiles job descriptions for inmate job/classes to ensure minimum requirements are appropriate.
2. Processes a variety of transactions for inmate job/classes including but not limited to payroll, changes in work area patterns, sentence credits, register placement, and assignments.
3. Compiles a variety of reports including but not limited to payroll adjustments, overtime, unassigned inmates and treatment program data.
4. Compiles updates of Unit Manual.

Communicating with Supervisors, Peers, or Subordinates:

1. Communicates with supervisors, assigned subordinates, and/or peers concerning daily activities and/or issues concerning job/classes by telephone, in written form, e-mail, or in person.

Organizing, Planning, and Prioritizing Work:

1. Ensures terminations, assignments, payroll and entry of program credits are done in a timely manner.
2. Ensures monthly reports are completed by deadline established.
3. Incorporates last minute and unscheduled tasks into current workload to ensure timely and accurate completion of work.
4. Organizes and prioritizes personal workload using calendars, lists, and other facilitators to ensure timely and accurate completion of work.
5. Delegates tasks to assigned subordinates.

Guiding, Directing, and Motivating Subordinates:

1. Leads assigned subordinates in using relevant information and individual judgment to determine whether events and processes comply with laws, rules, regulations and standards.

Identifying Objects, Actions, and Events:

1. Identifies basic eligibility for register placement for inmates.
2. Identifies different health classifications to ensure qualification for placement of inmate job/classes.

Thinking Creatively:

1. Develops new job descriptions for inmate job/classes to ensure minimum requirements, duties, expectations are appropriate to job class/program title.
2. Develops work schedules for work area supervisors based on institutional needs.

Coordinating the Work and Activities of Others:

1. Coordinates with upper management, peers, and assigned subordinates to facilitate equitable workload dissemination.

Interacting with Computers:

1. Uses office productivity software including but not limited to word processing programs, spreadsheet programs, presentation software, web-based e-mail programs, and search engines.
2. Uses computer to approve/deny transactions/requests in states databases for inmates and/or assigned

subordinates.

Monitor Processes, Materials, or Surroundings:

1. Monitors Treatment Assessment Program (TAP) recommendations/completions and placement of level of care inmates.
2. Monitors the rate of pay/raise dates for inmates.
3. Monitors inmate attendance as keyed in state database by work area supervisor on a daily basis.
4. Monitors program credits for all inmates assigned to a program or class.
5. Monitors job/class registers for inmates on a daily basis.
6. Monitors the institution population moves to ensure appropriate placement of inmate for jobs.
7. Monitors the performance of assigned subordinates.
8. Monitors the changes in health classification or restriction changes of inmates.
9. Monitors the disciplinary log for any Class A convictions or recommended job drops.
10. Monitors the inmate job waiting list/vacancy report on a daily basis.
11. Monitors the Security Threat Group screen for suspected or confirmed offenders.

Making Decision and Solving Problems:

1. Approves/denies requests from work area supervisors including but not limited to terminations, assignments, register placements and overtime requests.
2. Approves/denies requests from inmates including but not limited to terminations, assignments, register placements and overtime requests.
3. Approves/denies travel, time and attendance, training, and other related requests submitted by assigned subordinates to ensure compliance with standards.

Resolving Conflicts and Negotiating with Others:

1. Resolves conflicts to ensure timely and efficient performance and maintains positive working relationships.
2. Maintains a respectful and productive work environment within the assigned work unit to minimize disputes and facilitate performance.

Getting Information:

1. Receives information from various reports including but not limited to inmate movement, classification, disciplinary actions and grievances.
2. Receives information from offenders for request for register placement.
3. Receives information from various internal and external business partners.

Establishing and Maintaining Interpersonal Relationships:

1. Maintains a professional working relationship with peers, assigned subordinates and upper management to ensure smooth and effective team operations.

Coaching and Developing Others:

1. Identifies holistic needs of inmates prior to job/class assignment.
2. Mentors assigned subordinates by providing less experienced co-workers in their work.

Documenting/Recording Information:

1. Enters various transactions into state database including employee self service and inmate services.

2. Maintains an institutional job file for each inmate.

Training and Teaching Others:

1. Advises work area supervisors on policy requirements regarding terminations, program credits, contact notes or assignment of inmates.
2. Trains work area supervisors on how to process offender attendance in states database.
3. Conducts mandatory training as requested by training specialist.
4. Mentors less experienced staff in daily operations.
5. Conducts new employee orientation for issues regarding the Inmate Jobs Program.

Staffing Organizational Units:

1. Makes recommendations for new hires/promotions.

Communicating with Persons Outside Organization:

1. Communicates with inmates concerning job, class, and/or program changes in written form or in person.
2. Communicates with external business partners as needed by telephone, in written form, e-mail, or in person.

Provide Consultation and Advice to Others:

1. Advises upper management on team standards and best operating procedures to inform strategy development and decision making.
2. Provides initial orientation for inmates new to the institution.

Judging the Qualities of Things, Services, or People:

1. Assesses the performance of assigned subordinates.

Inspecting Equipment, Structures, or Material:

1. Inspects the work area to ensure inmates are performing duties as assigned.

Analyzing Data or Information:

1. Analyzes draft policies in order to make recommendations in a timely manner.

Developing and Building Teams:

1. Models effective performance for co-workers and assigned subordinates to provide a role model.
2. Identifies developmental opportunities appropriate for assigned subordinates to improve team development.

Performing Administrative Activities:

1. Files various reports, records and logs.
2. Types correspondence to internal and external business partners to promote a better understanding of various inmate job issues.
3. Enters personal time, leave/overtime request, and travel in state database.
4. Processes information requests from inmates.
5. Sorts incoming and outgoing mail as needed.

6. Answers and return phone calls.

Scheduling Work and Activities:

1. Schedules assigned subordinates to attend training activities and meetings as a designee as needed.
2. Schedules personal workload to ensure completion in a timely manner.

Controlling Machines and Processes:

1. Operates a variety of office equipment including but not limited to copies, scanners, fax machines, calculators and adding machines.

Updating and using Relevant Knowledge:

1. Attends mandatory training as required based on institution or state requirements.
2. Attends annual training to enhance performance and knowledge of policies and procedures related to Inmate Jobs.
3. Attends monthly upper management meetings to stay abreast of institutional updates.
4. Attends inmate council meetings to address any population concerns in reference to jobs/classes.

QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional counseling, employment interviewing, or personnel work or one year of professional volunteer services work with the Tennessee Department of Correction.

Substitution of Experience for Education: Qualifying full-time professional experience may be substituted for the required education on a year-for-year basis to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in a social or behavioral science may be substituted for the required experience on a year-for-year basis to a maximum of one year.

OR

Any professional, clerical, technical, sub-professional, or paraprofessional experience equivalent to five years working in the inmate jobs programs.

Necessary Special Qualifications: None

Examination Method: Education and Experience, 100%, for Preferred Service positions.

COMPETENCIES**Competencies:**

1. Functional/Technical Competency
2. Decision Quality
3. Integrity and Trust
4. Strategic Agility
5. Command Skills

6. Written Communications

Knowledge:

1. Clerical
2. Customer and Personal Service
3. Personnel and Human Resources
4. Public Safety and Security

Skills:

1. Active Learning
2. Active Listening
3. Critical Thinking
4. Monitoring
5. Reading Comprehension
6. Speaking
7. Writing
8. Instructing
9. Negotiation
10. Persuasion
11. Service Orientation
12. Time Management
13. Management of Material Resources
14. Deductive Reasoning

Abilities:

1. Oral Comprehension
2. Oral Expression
3. Selective Attention
4. Time Sharing
5. Written Comprehension
6. Written Expression
7. Speech Recognition

TOOLS & EQUIPMENT

1. Personal Computer
2. Adding Machine/Calculator
3. Printer
4. Fax Machine
5. Copy Machine
6. Scanner
7. Shredder
8. Dry Erase Board
9. Telephone
10. Two-Way Radios

11. Keys and Chits