

**CLASS TITLE: ADMINISTRATOR OF CLASSIFICATION SERVICES  
(CORRECTIONS)**

**Class Code: 02566700**

**Pay Grade: 40A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, supervise and review the work of a subordinate staff engaged in performing technical tasks involved in a correctional institution's classification and assignment program and the administration of intake and counseling services for inmates as mandated by the Rhode Island General Laws; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with considerable latitude for the exercise of initiative and independent judgement; work is reviewed for conformance to law, rules, regulations, policies and procedures.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of a subordinate technical and clerical support staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, supervise and review the work of a subordinate staff engaged in performing technical tasks involved in a correctional institution's classification and assignment program and the administration of intake and counseling services for inmates and mandated by the Rhode Island General Laws.

To be responsible for the organization and scheduling of all Classification Board meeting and to chair and status and assignment of inmates.

To be responsible, as the chairperson of the Classification Board, to receive and review board member recommendations concerning the security classification and rehabilitative program for each inmate and to evaluate such decisions and make recommendations of assignments and classification to the Director.

To prepare rehabilitative and custodial recommendations for each classification case according to prescribed departmental policies.

To be responsible for the collection and recording of all data concerning each person sentenced to the Adult Correctional Institution and to be responsible for periodically reviewing the file of each person for the purpose of determining and recommending the appropriate action of said person.

To be responsible for providing the Parole Board the file and classification data of each person under consideration for parole.

To be responsible for chairing the Furlough Board and making recommendations to a superior whether furlough should be granted or denied based upon data presented.

To insure that all classification duties of the unit are fulfilled and performed in accordance with state laws and regulations specifically General Laws 42-56-30, 42-56-31 and 42-56-32 as amended, and to maintain a constant awareness of such laws and regulations and the changes thereof.

To be responsible for the security and maintenance of all classification records and data.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of the methods and techniques of inmate classification and the ability to apply such knowledge in the administration of a correctional institution classification and assignment program; a thorough knowledge of the provisions of the Rhode Island General Laws governing the state's classification system; the ability to chair all Classification and Furlough Boards; the ability to record all custodial and rehabilitation programming service and to present such findings to the department director for final review and decision; the ability to plan, organize and supervise the work activities of a subordinate technical and clerical staff engaged in the administration of

an inmate correctional institution's classification and assignment program, as well as intake and counseling services program; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with major course work in sociology, behavioral of social sciences; and

Experience: Such as may have been gained through: considerable employment as a Senior Classification counselor or employment in a responsible supervisory capacity involving the administration of an adult correctional institution's classification, counseling or intake services program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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