

**CLASS TITLE: COMMUNITY CORRECTIONS
ASSESSMENT ANALYST**

**Class Code: 02829500
Pay Grade: 28A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the preparation of comprehensive assessments of adult offenders referred by the court or the Department of Corrections Classification unit and to make appropriate recommendations as to level of programming needed to effect rehabilitation; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior who reviews work to ensure conformance with accepted assessment and casework techniques and prescribed departmental policies and standards.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct thorough interviews with adult offenders, their families, and others in order to gather information pertaining to the individual, family, and environment which has impacted on the offender's criminal behavior.

To obtain all relevant background information from schools or employers on offenders.

To contact medical, psychological, and psychiatric practitioners and institutions to gather information which are pertinent to clients.

To obtain reports from any community service provider that has had contact with offenders.

To research offenders full criminal history through local and national crime resources.

To conduct home visits to evaluate offenders overall physical environments.

To write comprehensive social histories and assessments on offenders for the courts and Department of Corrections.

To fully analyze offender's problems and weaknesses and identify strengths and resources which can be brought to bear in the change effort.

To develop treatment plans utilizing behavioral objectives aimed at the alleviation of offender's problem areas.

To identify and recommend to the court and Department of Corrections appropriate levels of community corrections programming for offenders.

To ascertain offender's willingness and ability to participate and be involved in programming efforts.

To appear in court to present records and provide information on client offenders, and make recommendations thereon.

To consult with community provider and counseling staff responsible for long range programming in order to develop and implement individual treatment plans.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of social casework management; thorough knowledge of assessment and interviewing techniques; thorough knowledge of social and psychological factors impacting individual and family behavior; working knowledge of community resources and the criminal justice system; the ability to prepare comprehensive written social histories and assessments; the ability to identify strengths, resources

and problem areas in individuals and families; the ability to develop behavioral objectives to affect change effort; knowledge of criminology factors impacting on offenders; working knowledge of, and ability to apply modern technology to assessment process.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree in Social Work, Counseling, Psychology, or Education from an accredited college of higher education; and

Experience: Such as may have been gained through: considerable employment, under close supervision, involving the application of assessment, social casework, or counseling techniques in a correctional or human service organization.

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

Class Created: July 25, 1993

Editorial Review: 3/15/03