

C - XI  
PROGRAM SPECIALIST (CORRECTION)  
OCCUPATIONAL GROUP [219]

CODE NO. 60948

**PROGRAM SPECIALIST (CORRECTION)**

**General Statement of Duties and Responsibilities**

Under varying degrees of difficulty and latitude for independent judgment, performs and/or supervises professional work involving the preparation and evaluation of training programs in the criminal justice system; preparation and conduct of studies to develop, coordinate and monitor social service and educational programs, and technical systems utilized for management and fiscal reporting in the Department of Correction; performs related work.

**Assignment Level I**

Under supervision, collects and analyzes data and prepares reports for basic departmental problems, social service and educational programs, management and fiscal systems related to correctional programs. Conducts classes and group sessions. Assists in curriculum development and scheduling of in-service programs for civilian personnel of the department. Submits periodic reports on progress and evaluation of training programs. Assists in the preparation of periodic reports on department programs. Analyzes inmate cash and property systems and commissary programs in existing institutions. Prepares reports on Federal programs and social service programs of the Department.

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Assignment Level II

Under general supervision, with latitude for the exercise of initiative and judgment, in addition to performing the work of Assignment Level I for situations requiring a higher degree of expertise, recommends and provides advice on the formulation and development of basic professional programs in the field of correction; analyzes existing programs; initiates educational programs and management and fiscal technology systems within the institutions; coordinates and expands existing programs. Performs on-site supervision of field operational teams. Reviews proposals for federal funding; provides periodic reports to city, state and federal agencies on programs and fiscal systems in the department. Maintains liaison with staff of institutions, volunteer groups and private agencies. Develops curriculum and schedules ongoing in-service programs; evaluates training programs. Maintains liaison with colleges to coordinate in-service curriculum and course study materials. May supervise subordinate personnel. May investigate unusual incidents.

Assignment Level III

Under direction, with wide latitude for the exercise of independent judgment and initiative, supervises and reviews the activities of Program Specialists (Correction) Assignment Levels I and II. In addition to performing the work of Assignment Level I and II at a more complex level, coordinates the comprehensive training program for civilian personnel. Submits periodic reports and recommendations on training programs; supervises and directs the implementation of programs. Acts as liaison and meets with all concerned to evaluate training programs and curriculum. May conduct training sessions to implement new or ongoing programs. Develops plans for new and improved operational systems.

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**PROGRAM SPECIALIST (CORRECTION) (continued)**

**Qualification Requirements**

1. A baccalaureate degree from an accredited college or university with specialization in public or business administration, sociology, criminology, mathematics, statistics, or related fields; or
2. An associate degree from an accredited college in public or business administration, sociology, criminology, mathematics, statistics, or a closely related field and two years of full-time satisfactory experience in public or business administration, community relations, social work, mathematical or statistical research; or
3. A four-year high school diploma or its educational equivalent, and four years of full-time satisfactory experience as described in "2" above; or
4. A satisfactory combination of education and/or experience which is equivalent to "1", "2", or "3" above. College education may be substituted for up to two years of experience on the basis of 30 semester credits for one year of experience. However, all candidates must have a four year high school diploma or its educational equivalent.

**Requirements for Assignment Level II and III**

For Assignment Level II and III, in addition to meeting the qualification requirements above, one additional year of the experience described in "2" above is required for Assignment Level II and two additional years of experience for Assignment Level III.

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Direct Lines of Promotion

From: None

To: None