



CORRECTIONAL CLASSIFICATION BUREAU CHIEF

General Summary

Provide management of the New Mexico Correction's Department, Classification Bureau, which provides oversight of assigned facilities to ensure the timely processing of inmates, proper security classification of inmates and facility compliance with classification policies.

Correctional Classification Bureau Chief

Jobcode: PCIX40

Pay Band: CJ

FLSA Status: Exempt

Distinguishing Characteristics

The Classification Bureau Chief provides statewide oversight of the classification process, providing guidance and direction to classification managers, supervisors and staff at the prisons. Reviews and revises policies and procedures to ensure compliance with state statutes. Has final approval of the transfers of inmates between prisons and custody levels.

Recommended Education and Experience for Full Performance

Bachelor's Degree in any field from an accredited college or university and ten (10) years of experience in corrections; five (5) years of which must have been in the inmate classification process; and four (4) years must have been supervisory or management.

Minimum Qualifications

Twelve (12) years of experience in corrections; four (4) years of which must have been in the inmate classification process; and three (3) years must have been supervisory or management.

- Experience in the areas of social work, guidance and counseling and/or law enforcement may substitute for four (4) years of required experience in corrections.
- A degree in any field from an accredited college or university may substitute for the required experience on a year for year basis.

Essential Duties and Responsibilities*

- Monitors and determines bed availability at all prisons (public and private).
 - Reviews, revises and creates policies regarding the classification of inmates, good time, inmate employment, lump sum awards and similar related programs.
 - Review classification referrals from both private and public prisons for the transportation of inmates between prisons and within custody levels.
 - Maintains final approval of any transfers of inmates into Level 5 and 6 custody status and inmates released from Level 5 custody status.
 - Approves or denies referrals/transfers of inmates to other prisons based on policy criteria.
 - Prepares transport orders for inmates transferring between prisons determined by space availability.
 - Provides case management of out-of-state inmates.
 - Reviews NM inmates for eligibility for out-of-state transfer and reviews other states' inmates for eligibility for incarceration in NM.
 - Serves as Terminal Agency Coordinator (TAC) for Central Office with Department of Public Safety.
 - Run NCIC background checks on all releasing inmates to ensure inmates being released have no wants and warrants prior to their release.
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Bargaining Unit: Not Represented

Statutory Requirements: If a Statutory Requirement is associated with a position in this Manager Category, it will apply.

Conditions of Employment: N/A

Working Conditions: Willingness to work under potentially dangerous circumstances in a correctional facility; will be required to work odd hours, overtime, holidays and weekends. Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions,* and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 4/27/2016

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*