



CORRECTIONAL CLASSIFICATION MANAGER

General Summary

Provide oversight of assigned facilities within the New Mexico Department of Corrections to ensure the timely processing of inmates, ensure proper security classification of inmates and to maintain facility compliance with classification policies.

Correctional Classification Manager

Jobcode: PCKX30

Pay Band: CH

FLSA Status: Exempt

Distinguishing Characteristics

Classification Managers provide statewide oversight of the classification process. Provide guidance and direction to classification supervisors and staff at the prisons. Ensure compliance with classification policies and procedures.

Recommended Education and Experience for Full Performance

Bachelor's degree in any field from an accredited college or university and seven (7) years of experience in corrections; three (3) years of which must have been experience in the inmate classification process.

Minimum Qualifications

Nine (9) years of experience in corrections; two (2) years of which must have been in the inmate classification process.

- Experience in the areas of social work, guidance and counseling and/or law enforcement may substitute for up to three (3) years of the required experience in adult correctional programs.
- 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*

- Reviews classification referrals from both private and public prisons for the transportation of inmates between prisons and within custody levels.
- 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.
- Runs NCIC background checks on all releasing inmates to ensure inmates being released have no wants and warrants prior to their release.

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

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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.*