



## CORRECTIONAL OFFICER SPECIALIST – CORRECTIONS INDUSTRIES PROGRAMS

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### **General Summary**

Correctional Officer Specialists work within a specific operations/maintenance specialty in addition to working as a Correctional Officer. The purpose of this position is to supervise and maintain operations of Corrections Industries Program activities.

### **Correctional Officer Specialist – Corrections Industries Programs**

**Jobcode: PCSC13**

**Pay Band: CC**

**FLSA Status: Non-exempt**

### ***Distinguishing Characteristics***

This is the sole level of the Correctional Officer Specialist – Corrections Industries Programs.

### ***Recommended Education and Experience for Full Performance***

High School Diploma or equivalency and three (3) years' experience as a Correctional Officer.

### ***Minimum Qualifications***

High School Diploma or equivalency and two (2) years' experience as an adult Correctional Officer. One year experience or education or combination in related program field is desirable.

### ***Essential Duties and Responsibilities\****

- Responsible for the daily operations of the Corrections Industries (CI) Programs at a prison facility.
- Responsible for completing monthly inventory reports for budget.
- Transport inmates from facilities to assigned work site locations.
- Responsible for CI vehicle fleet maintenance and reports.
- Act as liaison between Corrections Industries and Facility and/or private contractor.
- Supervise and train inmates assigned to the Corrections Industries Program.
- Supervise the process and the quality of production in a timely manner satisfying customer's needs.
- Maintain adequate levels of raw materials/minimum/maximum/levels of finished product.
- Submit complete and accurate reports to the program manager or designee, to include weekly safety reports, inmate payrolls, monthly inmate goodtime sheets and other documentation as needed.
- Prepare purchase requisitions in accordance with policy to purchase items for their programs.
- Maintain the safety and sanitation of the shop in accordance with ACA, OSHA and New Mexico Corrections Department Policies.
- Responsible for budget decisions related to the Corrections Industries Program Operations they oversee.

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**Bargaining Unit:** Correctional Officer Specialist – Corrections Industries Programs: May be represented.

**Statutory Requirements:** None

**Conditions of Employment:** This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing. Must have successfully completed the New Mexico Corrections Academy. Must possess and maintain a valid New Mexico Driver's License. The applicant must be a U.S.

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citizen, must be at least 18 years old, have a least a high school education or its equivalent, be of good moral character, have not been convicted of a felony in the courts of this or any state or in the federal courts, and successfully pass any physical and aptitude examination the department may require. Employment is subject to a pre-employment background investigation and is conditional pending results.

**Working Conditions:** Work is performed in a prison setting with inmate contact and inmate supervision.

**Established:** 4/27/2016

**Revised:**

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*\*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](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*