

## Correctional Facilities Specialist II

**Job Code**  
8200L1

**Job Title**  
Correctional Facilities Specialist II

**Pay Grade**  
26

### CONCEPT:

This is administrative work directing and supervising a program to inspect, investigate and provide consultation to aide in compliance with accreditation requirements, federal, state, and local laws, and standards for a state correctional facility. Work involves supervising subordinate facilities specialists who conduct inspections or investigations of state or local correctional or detention facilities and operations regarding administration, security, sanitation, and inmate services, and providing advice and consultation to administrators and officials to increase effectiveness of operations. Provides facility administrators with reports and recommendations based on inspection activities. Develops and evaluates policies and procedures, and reviews architectural plans for renovating or building new facilities.

### TASKS:

- Supervises inspections and reports on, and recommends corrective action on administrative procedures related to security, safety, and sanitation, adequacy of physical plant, and care and treatment of inmates at state correctional facilities; makes court appearances as expert witness in litigation concerning facilities operations and conditions.
- Reviews recommendations and provides consultation to facility administrators in developing, adapting, and coordinating governmental and community resources for the use in upgrading programs of control and treatment.
- Determines a need for and develops or revises program related policies and procedures; provides consultation to and assists facility administrators in developing compliance programs; consults with officials and organizations concerning management and operation of correctional or detention facilities; identifies deficiencies and recommends corrective actions.
- Supervises and participates in investigation of compliance related complaints made concerning the operation of facility or treatment of prisoners and reports findings and recommendations to an administrative superior.
- Serves as consultant to architects and contractors to ensure compliance with related standards and procedures in the building and renovation of facilities.

### LEVELS OF WORK

- Class Group consists of one class.

**Minimum Requirements:** Five years of experience in the field of corrections, including at least two years of experience in researching and/or enforcing policies and procedures for housing incarcerated adult offenders and/or inspecting adult correctional facilities for compliance with safety, health, and/or accreditation standards. Education may be substituted for experience as determined relevant by the agency.

**Necessary Special Requirements:** Positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions in this class may require the selected candidate to possess a valid driver's license.