



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 5155

CLASSIFICATION & MOVEMENT MANAGER

DEPARTMENT OF CORRECTIONS & REHABILITATION

Grade L

SCOPE OF WORK:

Work involves managing inmate classification and movement systems for the male population to ensure best use of Department of Corrections and Rehabilitations (DOCR) resources.

DUTIES PERFORMED:

- Manage inmate classification system to assign appropriate custody levels to inmates; provide guidance, training and assistance to staff; maintain and update classification system manual, plan, and policies.; conduct investigations of classifications and reclassification appeals and make recommendations to division director; perform annual evaluation of classification system.
- Plan and implement inmate movement between all DOCR departments/facilities and contract facilities including federal, state, county, city, and privately owned facilities; schedule staff and complete transfer hearings; manage multiple inmate waiting lists.
- Maintain detailed knowledge of ND sentencing laws and institution policies and procedures for interpretation of legal judgements and orders from the courts to conduct accurate inmate classification.
- Develop and implement policies and procedures to meet the goals and objectives of the classification and movement systems.
- Provide guidance to agency staff and stakeholders on the classification and movement systems.
- Supervise, train, and evaluate temporary transport officers.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in criminal justice, counseling, psychology, social work, sociology or a closely related field, and three years of professional-level work experience in a correctional institution with progressive increase in responsibilities; or a master's degree in one of the fields listed and two years of professional-level work experience as described.

Effective Date: 12/12