

Job Family Description

Jobs whose primary duties generally involve law enforcement, criminal investigation, emergency services, forensics, and/or corrections/rehabilitation. Individuals in the family also may provide supervision of those performing these duties.

SC1501	Protective Svcs I	Grade 103
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Level Definition:

Work activities are associated with performing security, care and rehabilitation of inmates, emergency communications, and/or examination of evidence. Positions perform work under close supervision and may be considered training level.

Jobs at this level include:

Correctional Officer I, Corrections Agent I, Communications Spec I (911), Evidence Technician, Security officer I

Knowledge Skills & Abilities

Ability to communicate effectively in writing and verbally. Ability to interact effectively with others. Ability to apply general rules to specific problems. Ability to complete work assignments accurately. Ability to use tools necessary for assigned work. Knowledge of work practices and procedures. Ability to organize, evaluate, inventory, and examine in compliance with agency standards. Basic knowledge of rehabilitation policies, practices, and techniques.

Minimum Education & Experience

High School diploma or GED. Hiring agency may specify additional education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1502	Protective Svcs II	Grade 104
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Level Definition:

Work activities at this level are associated with performing security, care, instruction, and rehabilitation of detained residents, emergency communications, and/or examination of evidence. Positions differ from lower level in that they perform work performed independently with minimal supervision and may assume a lead or training role. Inspect services standards to ensure compliance with state and national standards.

Jobs at this level include:

Correctional Officer II-III, Corrections Agent II, Emergency Prog Spec I, Communications Spec II, JIRS - I, Security Officer II

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to communicate effectively in writing and verbally. Ability to interact effectively with others. Ability to apply general rules to specific problems. Ability to complete work assignments accurately. Proficient in skills needed to organize, evaluate, inventory, and examine in compliance with agency standards. General knowledge of rehabilitation policies, practices, and techniques.

Minimum Education & Experience

High School diploma or GED and additional experience in as dictated by hiring agency or college level course work may replace experience requirements on a year for year basis. Many positions require additional state or federal certifications. Hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1503	Protective Svcs III	Grade 105
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Level Definition:

Work activities at this level are associated with performing security, care, instruction, assessment, and rehabilitation of detained residents, emergency communications, and/or examination of evidence. Positions differ from lower level in that they perform work performed independently with minimal supervision and may assume a lead or training role. Work differs from lower levels in that this work is more complex because of the breadth and depth of knowledge and responsibility associated with a variety of duties and with a greater degree of impact of decisions made. May provide task-specific training and supervision to lower level staff.

Jobs at this level include:

Correctional Supervisor I, Corrections Agent III, Juvenile Corrections Institutional Case Mgr, Juvenile Corrections Tech, Emergency Prog Spec II, Communications Spec III, Communications Specialist Supervisor, Hwy Patrol Officer I, JIRS - II, Parole & Probation Officer I, Security Supervisor, Correctional Case Mgr, Criminal Investigator I, Game Warden I

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to handle difficult situations with composure. Ability to work effectively within a complex work environment. Ability to devise solutions to administrative, people, or operational problems. Ability to make sense of, combine, and organize information into meaningful patterns. Skill in assessing the performance of others. Ability to interact effectively with client populations. Ability to fully operate all equipment necessary for assigned job. Skill in monitoring and assessing the performance of others and to plan, assign, or supervise the work of others.

Minimum Education & Experience

Bachelor's degree and agency specified years of experience or High School diploma or GED and additional experience as dictated by hiring agency or college level course work may replace experience requirements on a year for year basis. Many positions require additional state or federal certifications. Hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1504	Protective Svcs IV	Grade 106
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Level Definition:

Work activities at this level are associated with performing security, care, management, instruction, assessment, and rehabilitation of detained residents, emergency communications, and/or investigation of crimes. Positions differ from lower level in that they perform work performed independently with minimal supervision and may assume a lead or training role. Work differs from lower levels in that this work is more complex because of the breadth and depth of knowledge and responsibility associated with a variety of duties and with a greater degree of impact of decisions made. Often provide supervision to lower level staff.

Jobs at this level:

Correctional Supervisor II, Correctional Unit Mgr, Juvenile Corrections Assessment coordinator, Juvenile Corrections Spec, SR Juvenile Corrections Spec, Emergency Prog Spec III, Hwy Patrol Officer II, Juvenile Svs Prog Director, Parole & Probation Officer II-III, Safety/Security Mgr, Criminal Investigator II*, Transitional Facilities Contract Admin (DOCR), Lottery Security Officer, Game Warden II

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – senior level ability to set priorities and determine work flow. Highly skilled in evaluating alternative solutions, conclusions, or approaches to problems. Highly developed

ability to handle difficult and stressful situations with composure. Skilled at conducting and analyzing basic research and communicating results. Senior level ability to analyze and solve work related problems. Knowledge of project or program planning and implementation. Extensive ability to plan, assign, and/or supervise the work of others. Knowledge of crisis intervention techniques.

Minimum Education & Experience

Bachelor's degree and agency specified years of experience and additional experience as dictated by hiring agency. Many positions require additional state or federal certifications. Hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1505	Protective Svcs V	Grade 107
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Level Definition:

Individuals at this level must have gained a higher level of knowledge of the structure and mission of the agency associated with performing security, care, management, instruction, treatment, assessment, and rehabilitation of detained residents, emergency communications, and/or investigation of crimes. Must also have experience to perform highly complex investigations and research and handle increased administrative responsibility that may include oversight of a major administrative function budgeting and assisting in the development and maintenance of policies and procedures. Often manages the work of others. Work at this level involves a comprehensive understanding of all basic, intermediate, and advanced services and programs being provided within an agency.

Jobs at this level include:

HWY Patrol Sergeant, Director Resident Care YCC, Homeland Security Section Chief, Parole & Probation Prog Mgr, Criminal Investigator III*, Chief of Security (DOCR), Game Warden Supervisor

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels –skilled in assessing the performance of the organization and to take corrective actions or direction changes as necessary. Ability to run a program or step into the lead role during the absence of the program manager. Ability to take a lead role during multi-jurisdictional law enforcement situations. Ability to participate at the strategic planning level. Ability to anticipate challenges that may arise. In-depth knowledge of problem solving and analysis techniques. Ability to interpret and apply regulations, policies, and procedures.

Minimum Education & Experience

Bachelor's degree and agency specified years of experience and additional experience as dictated by hiring agency, some positions may require a master's degree. Many positions require additional state or federal certifications. Hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1506	Protective Svcs VI	Grade 108
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Level Definition:

Work at this level involves independently performing managerial and professional assignments related to protective service type programs, facilities, or systems. Work is multi-disciplinary and assignments address complex issues, problems, and/or systems. Work may involve the review and evaluation of existing data and research. Planning and directing staff and activities.

Jobs at this level include:

HWY Patrol Regional Commander, Chief Investigator

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Ability to develop, interpret, and evaluate policies and procedures. Ability to devise solutions to administrative problems. Ability to implement new systems and evaluate their effectiveness. Ability to solve program or service related problems; determine actions to be taken in unusual circumstances within parameters established by formal policy, procedures, and standards. Skilled at developing and administering a budget.

Minimum Education & Experience

A bachelor's degree and agency specified years of experience. In addition to minimum requirements defined for lower levels, hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.