

CORRECTIONAL PLANNER I

This is professional analytical work in organizing and conducting planning studies and providing staff assistance to management planning task forces in the Department of Correction (DOC). Work involves the identification and review of existing resources including surveys of relevant literature, the collection and analysis of appropriate data and information, and the preparation of study reports including charts, tables, and descriptive narratives. Employees are responsible for independently conducting studies of specific programs or issues and/or are responsible for a component of Division or Department-wide planning efforts. Employees reports to the Correctional Research and Planning Manager.

I. DIFFICULTY OF WORK:

Variety and Scope - Emphasis of assigned studies varies in nature based on the program(s) or issue(s) concerned, but all assignments contribute to the development of comprehensive and cohesive operational plans for correctional programs and projects.

Intricacy - Work requires the application of various quantitative and qualitative tools such as surveys, mathematical models, resource allocation techniques, and sampling theories in the analysis of data and information from a variety of sources. For independent assignments, the data and information is generally compatible, and only special analytical problems are referred to supervisor. For assignments which relate to multi-program studies, supervisor selects forms of analysis and reviews the results to determine compatibility with other study components.

Subject Matter Complexity - Work requires a general understanding of the various programs and services provided in the Division of Prisons (DOP) and the Division of Probation/Parole and their interrelationships, and a thorough understanding of planning concepts and how they relate to the investigation of correctional program issues.

Guidelines - Guidelines include professional publications and texts concerning methodology and techniques of conducting planning studies, State and federal directives, and departmental policies and procedures. Guidelines apply to most assignments, and unusual or novel developments are referred to supervisor.

II. RESPONSIBILITY:

Nature of Instructions - Employees receive general instructions on objectives and methodologies on new/major assignments and assist in the organization of these activities. Employees generally schedule daily and weekly activities.

Nature of Review - On independent projects, work in progress is reviewed by supervisor through occasional conferences, and final reports are reviewed for adherence to established policies and procedures, and accepted technical practices. On assignments related to program systems, supervisor reviews work in progress to ensure compatibility with other study components. All documents and correspondence prepared for distribution are reviewed by supervisor to ensure compliance with established policies. Employees refer all policy issues to supervisor for resolution.

Scope of Decisions - Recommendations resulting from assignments primarily affect individual programs and their operational plans and projects, or impact on approaches to specific issues.

Consequence of Decisions - Undetected errors in analysis and resulting recommendations could result in the commitment of financial and manpower resources to less desirable correctional program alternatives.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with a variety of program managers, State government officials, and staff planners in other State agencies.

Nature and Purpose - Primary purpose of contacts is to clarify project expectations, explain procedures, and to explain results of studies.

IV. OTHER WORK DEMANDS:

Work Conditions - Work is usually conducted in a normal office setting.

Hazards - Work requires occasional travel, and employees are exposed to normal driving hazards.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of analytical planning techniques applied in the collection and analysis of data and information pertaining to correctional programs and issues. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships with program managers and co-workers.

Minimum Education and Experience - A four-year degree in urban and regional planning, sociology, psychology, economics, or related social science including coursework in statistics and research methodology and three years of experience in the collection and analysis of economic and social data and information, preferably related to correctional programs; or an equivalent combination of education and experience.