

CORRECTIONAL DIAGNOSTIC SERVICES SPECIALIST

Employees in this class provide a staff coordinative consultative role and quality control service to case analyst personnel in diagnostic centers located throughout the State prison system. Employees offer, through formal and informal methods, training on policies, procedures, and content of diagnostic reports, especially pre-sentence diagnostic reports. Employees attend pre-sentence diagnostic (PSD) committee meetings, and provide policy and procedural guidance to committee members. Work involves evaluating and advising diagnostic center staffs on how to implement policies and procedures. Employees provide input into policy and procedure changes and/or modifications to management.

I. DIFFICULTY OF WORK:

Variety and Scope - Employees provide consultative services to case analyst personnel by formal and informal training on policies, procedures, and content of diagnostic reports. Employees review PSD reports and determine if they are accurate, concise, and complete before issuing them back to the courts. Work involves either functioning primarily in a formal training role or in a project research role. Employees are involved in developing new policies and procedures for diagnostic center operations and interpreting them to field staff once they have been approved. Employees attend PSD committee meetings and provide guidance to these committees.

Intricacy - Work involves dealing with sociopathic individuals and evaluating decisions that determine how these individuals will be handled in the criminal justice system. Employees monitor information gathered by case analysts and review for accuracy and completeness. Employees provide technical consultation to field staff in regard to the diagnostic process.

Subject Matter Complexity - A thorough knowledge of the diagnostic process is needed by employees. A thorough knowledge of psychological, sociological, and educational aspects is also required, as well as training methods and research techniques. Work requires a knowledge of the prison system its components, programs, policies, and procedures. A basic knowledge of probation and parole is also necessary.

Guidelines - Employees refer to the Division of Prisons (DOP) policies and procedures manual, as well as some basic textbooks relating to theoretical psychological behavior concepts. The diagnostic center manual is also used, in addition to guides on training and research techniques.

II. RESPONSIBILITY:

Nature of Instructions - Employees receive instructions from their supervisor on diagnostic center and special project assignments. Weekly staff meetings are held to discuss schedules, plans, and problems. Employees function independently in carrying these out and in providing technical consultation to the field unless unusual problems occur.

Nature of Review - Employees are responsible for quality of work provided by the diagnostic centers, and are accountable for the completed PSD reports. Work is performed independently, with review through weekly staff meetings, through reports forwarded for supervisor's review, and diagnostic and classification services manager's approval.

Scope of Decisions - With the overall consultative/training role for case analyst staffs, employees' decisions affect reports and judgments on offenders passing through the diagnostic centers.

Consequence of Decisions - Employees make final determinations on criminal analyses and recommendations on pre-sentence reports for judges to use during sentencing deliberations. Decisions that employees make on training needs and the quality of case

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - The majority of employees' contact is with case analysts, case analyst supervisors, and diagnostic center directors. Contact also includes inmates who attend pre-sentence diagnostic committee hearings, judges, and court personnel.

Nature and Purpose - In the consulting role, employees train and motivate staff to learn the intricacies of quality analysis.

IV. OTHER WORK DEMANDS:

Work Conditions - Employees work in a regular office setting, but must travel frequently to the different diagnostic centers across the State. Centers may be located in an area office or in a prison setting.

Hazards - Employees are periodically exposed to dangerous and potentially dangerous persons in PSD committee hearings. Employees must frequently travel to the different diagnostic centers across the State, which are located in prison settings where potential danger from inmates exists.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Working knowledge of policies and procedures of DOP and considerable knowledge of diagnostic process. General knowledge of correctional programs. Considerable knowledge of psychological test procedures, standard test forms, and devices used in ascertaining intelligence, aptitude, personality, and other related psychological traits. Considerable knowledge of test analysis and interpretation. Ability to interpret policies, procedures, and laws to diagnostic staff. Ability to develop and conduct diagnostic services training sessions. Ability to research, organize, and prepare records and reports and analyze such information. Ability to communicate effectively in oral and written form.

Minimum Education and Experience - Graduation from a four-year college or university with a degree in a human services field and two years of experience as a correctional case analyst; or an equivalent combination of education and experience.

Necessary Special Qualifications - Must be eligible for certification by the North Carolina Criminal Justice Training and Standards Council.