

CORRECTIONAL PLANNER II

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) and conducting special studies at management request work involves the identification and review of existing resources including surveys of relevant literature, the selection of appropriate analytical procedures, the analysis of relevant data and information, and the preparation of study reports including charts, tables, and descriptive narratives. Employees are responsible for independently conducting studies of specific issues and for major component(s) of Division and Department-wide planning efforts. Employees report to the Correctional Research and Planning Manager.

I. DIFFICULTY OF WORK:

Variety and Scope - Emphasis of assigned studies and projects 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 selection and 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. The data and information associated with independent projects and with multi-program studies are generally compatible but require some adjustments to account for differences in collection procedures and sources. Very special and complex analytical problems are discussed with supervisor.

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

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 discussed with supervisor.

II. RESPONSIBILITY:

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

Nature of Review - Completed work is reviewed by supervisor to ensure adherence to established policies and procedures and utilization of accepted analytical techniques. 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, the structuring of project operations, or impact on approaches to specific issues.

Consequence of Decisions - Errors in the selection of analytical tools, in analysis, or in 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 parameters, to explain procedures and methodologies, 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, and 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, one of which must have involved independently conducting projects or studies; or an equivalent combination of education and experience.