

# CLASSIFICATION ACTION REQUEST/POSITION DESCRIPTION FORM

Request to:  Contact Name   
 Contact Phone  Contact Email

Position Number  Position Title   
 Job Code  Salary Schedule  Grade  At Will Status   
 Direct SPV Code  SPV Link   
 Process Level  Department  User Level/CK Locator   
 Location Code  Requested Effective Date

Expense Account      
 Activity   Law Enfcmt. Status

### AGENCY SPECIFIC INFORMATION

Drug Testing  Retirement Code  Female Inmate Contact   
 Space Availability

If NO, attach a memo stating your space requirements.

	FUND	DEPT	ACTV	APPR	RPTG	FTE	ARMS (Y/N)
<b>From</b>							
<b>To</b>							

- I DO  I DO NOT recommend this classification action.  
 I DO  I DO NOT certify that funds are available to finance increased costs for this and the subsequent fiscal year without additional legislative appropriation and that A.R.S. § 35-174, commonly known as the "Vacancy Savings" law, will not be violated.

### FOR CLASS/COMP USE ONLY

Reason Code  Position Number   
 Title  Job Code  Salary Schedule   
 Grade  Exempt from Overtime  FLSA Pay Plan   
 Salary Range \$  to  At Will Status   
 Law Enfcmt. Status  Ordinary Retirement Code   
 Physical Required   
 Analyst Signature

Comments

# POSITION DESCRIPTION

## Responsibility For The Work Of Others

Select One  This position has no regularly assigned supervisory responsibilities.

## Job Summary

Under the general supervision of a Community Correction Supervisor (CCS) and/or Community Corrections Senior (CCO SR), the position performs case management and monitoring of offenders released to the community from the Arizona Department of Corrections (ADC), and offenders accepted for supervision under Interstate Compact Agreement (ICA) assists offenders in re-entry and transition to the community; conducts investigations for pre-release and parole violations; interviews offenders and assesses needs; instructs on and enforces release conditions; arranges support service network; advises and interacts; conducts surveillance, search and seizure activities; arrests, detains and transports offenders; prepares paperwork, writes warrants, completes case management entries into the Community Corrections web based management system; maintains and is accountable for all state equipment; participates and testifies at the Board of Executive Clemency (BOEC) revocation hearings and other court proceedings; establishes and maintains professional communication with ADC departments, outside government agencies and the general public; conducts criminal history investigations and prepares sex offender assessment screening profiles for offenders that are required to register and subject to community notification by law enforcement agencies. This position is required to drive and travel on State business. In addition, this position performs special projects and other duties as assigned by the CCS and as appropriate to the assignment.

This is a "safety-sensitive position" which is defined as any job designated by an employer as a safety-sensitive position or any job that includes tasks or duties that the employer in good faith believes could affect the safety or health of the employee performing the task or others, per A.R.S. 23-493. This position is subject to the provisions of Department Order 522, Drug-Free Workplace.

This position contributes to the Correctional Officer Retirement Plan (CORP).

CCTN1148 Rev. 4/21/15

## Major Responsibilities/Essential Functions

Function	% Time Spent
Function	% Time Spent
Function	% Time Spent
Function	% Time Spent
Supervises and interacts with offenders, institutional staff, law enforcement agencies and the general public in a case management role as determined by the CCTM, ADC policies and procedures; performs crisis interventions and prevention activities; mentors and redirects offender behavior; required to have possession of and ability to retain a current, valid state-issued driver's license appropriate to the assignment; (cont. below) travel as required with occasional out-of-state trips.	25
Analyzes offender's criminal history and past behaviors, investigates and screens proposed sponsors and placements and monitors projected release dates; reviews sentence end dates and completes paperwork for case closure; completes field contacts with offenders, sponsors and others; conducts field surveillance, investigations, searches and arrests.	20
Writes summary reports of offender activity and progress, investigative incidents, release authorization reports and other Community Corrections and ADC departmental reports; writes emails and responds to email information inquiries; responds to telephone messages and completes phone calls.	15
Researches and inputs data in AIMS, ACCESS, ACJIS, MPI and the Community Corrections web based case management system and other computer programs.	15
Attends and actively participates in mandatory briefings/meetings, staff training and departmental meetings; performs special projects and other duties as assigned by the CCS and as appropriate to the assignment.	10
Investigates violations, prepares warrants, ensures due process, tracks warrant process and participates and testifies at BOEC and other court proceedings.	5
Confers with supervisory staff to present, discuss and resolve issues concerning offender case management.	5
Collaborates and networks through business and community organizations and refers offenders for programming, housing, medical, substance abuse, sex offender, employment and education services.	5
Other duties as assigned as related to the position (typically 5% - 10%)	
Total	100

Add More Functions

Remove

**NOTE: Essential functions of all State positions include: regular and predictable attendance, adherence to State of Arizona and other applicable Standards of Conduct, and any agency-specific policies, procedures, and/or practices.**

### Decision Making Authority

Select One

### Knowledge, Skills, and Abilities (KSAs)

Knowledge	Skill	Ability
Knowledge	Skill	Ability

Knowledge	Skill	Ability
Knowledge	Skill	Ability
<p>Knowledge of Arizona Criminal Code (ACC) and criminal/civil court and administrative hearing procedures; Federal, State and agency laws, rules, regulations, policies and procedures governing adult community corrections system; principles, methods and techniques of investigating, surveillance, interviewing and assessing; principles and techniques of caseload management; cultural and socioeconomic differences and effects on human behaviors.</p>	<p>Skill in applying and interpreting Arizona Criminal Code (ACC) and the applicable laws, rules, regulations, policies and procedures governing the adult community corrections system; conducting investigations, searches, surveillance, interviews, and arrests; managing caseloads; applying the principles and methods of sociology and psychology in interactions with offenders; crisis prevention intervention; verbal and written communications; establishing and maintaining interpersonal relationships; using a computer and associated software such as Microsoft Word and ACCESS, AIMS, ACJIS, MPI, OMS, DMS and various implemented web based case management and other software programs.</p>	<p>Ability to attend and successfully complete the CCOTA. Ability to recognize and handle confrontational situations using defensive tactics and techniques. CCOs are required to meet training and physical standards of the position, with the ability to perform effectively in all phases of the job duties. Ability to meet annual Core Competencies through the established testing process. All Department CORE training requirements and position specific training must be fulfilled. Must take and pass pre-employment requirements if applicable to the job including medical/physical and psychological examinations and pre-employment drug screening; undergo a background investigations and have no felony convictions. Ability to travel, drive/operate a state vehicle. Ability to work in a correctional setting/environment. SPECIAL SELECTION FACTOR: Must be 21 years of age prior to admission in a Corrections Training Academy.</p>

### Licenses / Certifications

Valid Arizona Driver's License.

Must be able to qualify to possess a concealed carrying permit and firearm in accordance with the Brady Law.

**NOTE:** If position is required to drive on state business, the position will require the possession of and ability to retain a current, valid state-issued driver's license appropriate to the assignment. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records and must complete any driver training (see Arizona Administrative Code R2-10-207.11).

1/29/2020

## Selective Preferences

Two years of any combination of work experience in the Correctional Officer series at or above a Correctional Officer III; OR two years of experience as a parole/probation officer in another jurisdiction or in law enforcement, working with offenders in an institutional or community environment. Bachelors or Masters Degree in Criminal Justice or a related field from an accredited college or university.

## Additional Job Demands (essential job functions)

This position functions in a standard office environment

### Additional Physical Demands

+      -

Activity	Select from the drop down box
Balancing	Occasionally (10-33%)
Climbing	N/A Not Applicable
Crawling	N/A Not Applicable
Driving	
Foot Controls	Frequently (34-66%)
Hearing	Continuously (greater than 66%)
Kneeling / Crouching / Bending	Occasionally (10-33%)
Manual Dexterity	Frequently (34-66%)
Lifting / Carrying (select number of pounds using dropdown)	25 -30 lbs.
Reaching	Occasionally (10-33%)
Sitting	Occasionally (10-33%)
Standing	Occasionally (10-33%)
Pushing/Pulling (select number of pounds using dropdown)	25 - 30 lbs.
Twisting	Occasionally (10-33%)
Upper Extremity Repetitive Motion	Continuously (greater than 66%)
Seeing	Continuously (greater than 66%)
Walking / Running (include distance using dropdown)	0 - .25 miles

### Additional Mental Demands

+      -

Activity	Select from the drop down box
Activity	Select from the drop down box
Activity	Select from the drop down box
Analysis / Reasoning	Continuously (greater than 66%)

Activity	Select from the drop down box
Math / Mental Computation	Occasionally (10-33%)
Reading	Continuously (greater than 66%)
Sustained Mental Activity	Continuously (greater than 66%)
Composing Written Material	Continuously (greater than 66%)

<b>Additional Environmental Demands</b>	+	-
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Hazard	Select from the drop down box
Asbestos	N/A Not Applicable
Dust	N/A Not Applicable
Frequent Task Changes	Continuously (greater than 66%)
High Volume Public Contact	Continuously (greater than 66%)
Loud Noise	N/A Not Applicable
Physical Danger	Rarely (less than 10%)
Tedious / Exacting Work	N/A Not Applicable
Temperature Extremes	N/A Not Applicable
Toxic Substances	Rarely (less than 10%)

### Signatures

Employee Signature

Employee Name (Print)

Supervisor Signature

Authorized Agency Representative

**TO THE EMPLOYEE:** Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the job. Refusal to sign does not release an employee from performing the responsibilities outlined herein.

**TO THE SUPERVISOR:** By signing you attest that you have followed your agency's approval protocol.

**USE ONLY IF APPLICABLE TO YOUR AGENCY OR DIVISION**

Please attach an organization chart clearly identifying each position's official classification title, position number, job code, and pay grade. Include at least two levels of supervision above this position, this position's co-workers, and if applicable, subordinates. If requesting a reallocation, please include a CURRENT and PROPOSED organization chart.

**ONCE COMPLETE, CHOOSE "SAVE AS" AND USE THE FOLLOWING NAMING CONVENTION**  
**AGENCY\_POSITION NUMBER\_JOB CODE**  
**EXAMPLE: SAD\_123456789\_AUN01152**