



## STATE OF COLORADO

JULY 2015

### CORRECTIONAL SUPPORT LICENSED TRADES SUPERVISOR

A1K1TX TO A1K3XX

#### DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels in the Enforcement and Protective Services Occupational Group and describes supervisory work in the pipes, mechanical, electrical, or electronic trades. In addition, the work includes security and control of offenders in or about a secure facility. The work includes the general maintenance, operation, and repair of plumbing, heating, venting; air conditioning (HVAC), boiler/power generation, fixtures, electrical systems equipment, or other related systems. These classes are primarily oriented to licensed or certified trades supervision, but the work includes ongoing responsibility for the training of offenders in one or more of those trades. This includes oversight, supervision, intervention, or evaluation of offenders to assure the safety and security of property and others. This work includes the enforcement of statutes, regulations, orders, and procedures of the facility.

For purposes of determining supervision, positions supervising offenders may fit the definition of supervision if the position performs the following elements of supervision: issuing performance corrective actions and initiating disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. This includes offenders in a wage-earner role in an employer/employee relationship. Positions "supervising" an offender work gang of "as assigned" are not considered to meet the above elements of supervision. Basic peace officer level definitions are found in C.R.S. 16-2.5-135, as assigned by the Department of Corrections executive director, and may require P.O.S.T. Board certification.

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### CORR'L SUPPORT LICENSED TRADES SUPERVISOR I A1K1TX

#### CONCEPT OF CLASS

This class describes the first supervisory level. In addition to performing fully operational work in one or more pipe or mechanical trades, positions in this level have supervisory responsibility for offenders. This supervision entails assigning and evaluating work, handling informal grievances, initiating corrective and disciplinary actions, and participating in the hiring and firing of the offenders. Positions are expected to train the offenders on skills and knowledge in their respective trade. The work includes responsibility for the security and control of equipment, tools,

materials, and other resources. Positions are actively involved in the physical control of offenders assigned to them. This class also describes those positions receiving orientation and training to the work setting within the initial probationary period.

## FACTORS

Allocation must be based on meeting all of the three factors as described below.

**Decision Making** -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, positions decide what and how certain repair actions are required to complete work orders.

**Complexity** -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study equipment and materials information to determine what it means and how it fits together in order to get practical solutions in the form of completed work assignments in the pipe trades. Guidelines in the form of trade practices, codes or specifications, post orders, facility directives and agency processes exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines, which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions choose the appropriate materials to use and order when failures occur.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as a work leader or supervisor. The work leader is partially accountable for the work product of two or more full-time equivalent positions (typically offenders), including timeliness, correctness, and soundness. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and workflow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels.

OR

The supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. Positions supervised are typically offender employees of the unit. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

### CONCEPT OF CLASS

This class describes the second supervisory level. In addition to the work described in the previous class, positions in this level decide the general pipe trades maintenance work processes used by others. This class differs from the Correctional Support Licensed Trades Supervisor I in the Decision Making and Line/Staff Authority factors.

### FACTORS

Allocation must be based on meeting all of the three factors as described below.

**Decision Making** -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. For example, pipe trades positions have authority to decide how work processes will be completed in conjunction with established facility security processes. The general maintenance pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. For example, positions decide the material and equipment control and inventorying processes for the maintenance operation. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

**Complexity** -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study security and work requirements to determine what they mean and how they fit together in order to get practical solutions in the form of sets of work processes. Guidelines in the form of trade practices, codes or specifications, facility directives, and agency standards and regulations exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines, which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions select the most appropriate repair action based on the type of failure and parts available.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as a work leader or supervisor. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and workflow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at

higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

### CORR'L SUPPORT LICENSED TRADES SUPERVISOR III A1K3XX

#### CONCEPT OF CLASS

This class describes the third supervisory level. In addition to work described in previous classes, positions in this level adapt pipe trades processes to the standards and programs of the agency. This class differs from the Correctional Support Licensed Trades Supervisor II class in the Complexity, Purpose of Contact, and Line/Staff Authority factors.

#### FACTORS

Allocation must be based on meeting all of the three factors as described below.

**Decision Making** -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. For example, positions use general building codes and facility requirements to decide repair and modification processes. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. For example, positions examine professional plant operation standards in order to determine preventive maintenance operations. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

**Complexity** -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of concepts and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. For example, positions plan maintenance programs with other occupations, such as carpenters, mechanics, etc. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with

concepts and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies. For example, positions prepare plans for facility or equipment replacements and ways to gain efficiencies.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. Positions supervised must be in this class series or in similar conceptual levels in other correctional or trades classes. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

### DEFINITIONS

Electrical Trades: This occupation describes electrical maintenance work and/or assisting skilled licensed electricians in the installation, alteration, maintenance, and repair of electrical systems, appliances, and devices. The occupation also includes work in electronics in a similar correctional supervisory setting.

Pipe/Mechanical Trades: This occupation describes plumbing, pipefitting, steamfitting, heating and air conditioning, stationary engineer, and mechanical work in the maintenance and repair of physical structures. Positions perform and supervise maintenance and repair of plumbing, mechanical, and heating systems, fittings, and accessories. This definition does not include work solely on electronics or computerized environmental control/management systems.

### ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel & Administration web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

### CLASS SERIES HISTORY

Updated and removed the purpose of contact 6.30.2015

Effective 7/1/05 (TLE). Date and statute citation updated. Published as proposed 10/25/04.

Effective 7/1/04 (TLE). Phase II of EPS Consolidation Study. Consolidated two series (pipes and electrical) into one series titled Correctional Support Licensed Trades Supervisor. Changed pay grades for level I and II classes. Published as proposed 5/7/02.

Effective 7/1/99 (KKF). Correctional Support Pipe Trades Supervisor IV (A1H4) abolished as vacant. Published proposed 4/16/99.

Effective 5/1/95 (DLF). Published as proposed 3/22/95.

Effective 12/30/94 (DLF). Published as proposed 9/15/94.

Effective 9/1/93 (DLF). Job Evaluation System Revision project. Published as proposed 6/11/93.

Revised 4/17/91. Changed salaries.

Revised 3/1/90. Changed pay differential on Supervisor I (A8754).

Revised 7/1/87. Changed options, nature of work, and entrance requirements.

Revised 7/1/82. Changed titles and nature of work.

Revised 7/1/81. Changed class codes, titles, nature of work and entrance requirements.

Created 5/1/78.

**SUMMARY OF FACTOR RATINGS**

| Class Level                         | Decision Making | Complexity  | Line/Staff Authority                         |
|-------------------------------------|-----------------|-------------|--|
| C.S. Licensed Trades Supervisor I   | Operational     | Patterned   | Work Leader or Unit Supervisor (offenders)   |
| C.S. Licensed Trades Supervisor II  | Process         | Patterned   | Work Leader or Unit Supervisor (1 in series) |
| C.S. Licensed Trades Supervisor III | Process         | Formulative | Unit Supervisor (all in series)              |

ISSUING AUTHORITY: Colorado Department of Personnel & Administration