



# Colorado

## Department of Personnel & Administration

John W. Hickenlooper  
*Governor*

Kathy Nesbitt  
*Executive Director*

Deborah Layton-Root  
*Chief Human Resources Officer*

DATE: May 29, 2013  
TO: Appointing Authorities through HR Directors  
Colorado WINS  
FROM: Cindy Corwin, Total Rewards Manager   
CC: Deborah Layton-Root, State Chief HR Officer  
Kathy Nesbitt, Executive Director

SUBJECT: Notice to Directly Affected Employees Regarding Proposed System Changes; JEL 13-03 Corrections Case Manager and Correctional Officer

Proposed JEL 13-03 has been released and contains the recommended changes as a result of the system maintenance study of the Corrections Case Manager and Correctional Officer class series. Please share this information with appointing authorities, affected employees, and others in your department or higher education institution (hereafter "department").

Statute requires that directly affected employees and employee organizations be notified of proposed changes to the system prior to changes being finalized and implemented. By Personnel Director's Administrative Procedure 2-3 and Personnel Board Rule 1-10, notice to employees of these proposed changes shall be provided by appointing authorities. Department human resource directors are responsible for providing this information to their respective appointing authorities. **APPOINTING AUTHORITIES ARE RESPONSIBLE FOR DISTRIBUTING THIS INFORMATION TO DIRECTLY AFFECTED EMPLOYEES BEFORE THE DEADLINE SPECIFIED BELOW.**

No class description is final until approved for implementation by the state personnel director. Employees should contact their department human resource offices for further information. Information is also available on the DPA/DHR Web site at [www.colorado.gov/dpa/dhr](http://www.colorado.gov/dpa/dhr).

The following public meeting is scheduled to fulfill the state personnel director's "meet and confer" obligation:

**June 17, 2013 at 2:00 pm**  
**Leon Young Service Center, Pikes Peak Room**  
**1521 Hancock Expressway, Colorado Springs, CO 80903**

All meet and confer activities must be concluded by June 19, 2013, in order to be considered before this study is published final. Thus, written comments must be received by 5:00 pm on June 19, 2013 to be considered. Submit comments by mail to 1313 Sherman Street, First Floor, Denver, CO 80203, Attn: Compensation or e-mail to [DPA\\_Jobevalcomp@state.co.us](mailto:DPA_Jobevalcomp@state.co.us).

Division of Human Resources  
1313 Sherman St., First Floor  
Denver, CO 80203

O: 303-866-4066 | F: 303-866-2021  
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## SUMMARY OF PROPOSED SYSTEM CHANGES

JE Letter #: 13-03  
Date of Letter: 5/29/13

\* P = proposed; F = final (only F is to be entered into CPPS)

P or F*	Class Changes			Current Class		New Class		Occ Grp		Grade		Pay Diff.		Effective Date
	New	Rev	Abol	Code	Title (limit 25 characters)	Code	Title (limit 25 characters)	From	To	From	To	From	To	
P		X		A1A1TX	CORRECTIONS CASE MGR I	A1A1TX	CORRECTIONS CASE MGR I	EPS	nc	A30	nc	1	nc	7/1/13
p		X		A1A2XX	CORRECTIONS CASE MGR II	A1A2XX	CORRECTIONS CASE MGR II	EPS	nc	A34	nc	1	nc	7/1/13
P		X		A1A3XX	CORRECTIONS CASE MGR III	A1A3XX	CORRECTIONS CASE MGR III	EPS	nc	A36	nc	0	nc	7/1/13
p		X		A1D1IX	CORR/YTH/CLIN SEC INTERN	A1D1IX	CORRECTIONAL OFF INTERN	EPS	nc	A13	nc	1	nc	7/1/13
P		X		A1D2TX	CORR/YTH/CLIN SEC OFF I	A1D2TX	CORRECTIONAL OFFICER I	EPS	nc	A22	nc	1	nc	7/1/13
p		X		A1D3XX	CORR/YTH/CLIN SEC OFF II	A1D3XX	CORRECTIONAL OFFICER II	EPS	nc	A26	nc	1	nc	7/1/13
P		X		A1D4XX	CORR/YTH/CLN SEC SPEC III	A1D4XX	CORRECTIONAL OFF III SPEC	EPS	nc	A30	nc	1	nc	7/1/13
p		X		A1D5XX	CORR/YTH/CLN SEC SUPV III	A1D5XX	CORRECTIONAL OFF III SUPV	EPS	nc	A30	nc	1	nc	7/1/13
P		X		A1D6XX	CORR OR YTH SEC OFF IV	A1D6XX	CORRECTIONAL OFFICER IV	EPS	nc	A36	nc	1	nc	7/1/13
p		X		A1D7XX	CORR OR YTH SEC OFF V	A1D7XX	CORRECTIONAL OFFICER V	EPS	Mgmt	A40	M01	0	nc	7/1/13

ISSUING AUTHORITY: Colorado Department of Personnel and Administration Rev. 01/2002. # is designation for a salary lid class. nc = no change.



# Colorado

## Department of Personnel & Administration

### **SYSTEM MAINTENANCE STUDY**

### **NARRATIVE REPORT -- PROPOSED CHANGES**

### **Corrections Case Manager and Correctional Officer**

**Class Code A1A1TX through A1A3XX and A1D1IX through A1D7XX**

**Conducted Fiscal Year 2012-2013**

#### **BACKGROUND AND PURPOSE OF STUDY**

This system-wide study is part of the Department of Personnel and Administration's (hereafter "the department") statutory responsibility, C.R.S. 24-50-104(1)(b), for maintaining and revising the system of classes covering all positions in the state personnel system. Such maintenance may include the assignment of appropriate pay grades that reflect prevailing wage as mandated by C.R.S. 24-50-104(1)(a). The state personnel director has delegated authority for system studies to the Division of Human Resources (hereafter "the division").

This study was conducted to review the Corrections Case Manager (CM) and Correctional, Youth, or Clinical Security Officer (CO) classes relative to the current utilization of positions in two departments: Corrections (DOC) and Human Services (CDHS). The study examined the concepts, factors and pay grades of the classes, including internal relationships and prevailing market compensation.

The last study of these two classes was conducted in 2002-2003 as part of the Enforcement & Protective Services (EPS) Consolidation Study.

#### **METHODOLOGY**

In March 2013, a study group led by the division was formed. Qualities sought in the study group members included being well versed in the job evaluation system principles, structure, factors, and

their application; knowledge of the functions, classes, and class concepts of the CM and CO classes.

The study team, which was co-led by two division compensation specialists, included human resources professionals from DOC and CDHS. The study was announced on the division's website in the Job Evaluation section (<http://www.colorado.gov/dpa/dhr/jobeval>). Periodic updates for all studies planned or in progress are also located on that section of the website.

The study team first met on March 21, 2013, when the objectives and process for the study were reviewed with study team members. The primary study objectives were as follows.

- Consolidate classes where appropriate.
- Create classes where appropriate.
- Validate use and need for classes and concepts.
- Review the pay structure, prevailing market, and pay practices.

Although salary data is available for some of the CM and CO classes through the annual compensation survey process, in order to obtain additional data, the division conducted a direct survey. Because state governments have the most comparable positions, the division surveyed other state governments. The direct survey asked respondent states to report their salary ranges, actual median salaries, and pay practices.

The study team met with a number of employees in the CM and CO classes during the course of the study. These meetings provided an opportunity for study group members to learn directly from, and to ask questions of, those performing the work. The meetings included the following.

- A conference call with two subject matter experts on April 4, 2013.
- Four focus group sessions with DOC employees on April 26, 2013 (a total of 45 employees participated, representing all CM and CO classes).
- A site visit to the CDHS Marvin W. Foote Youth Services Center (met with the Facility Director and two CO III Supervisors).

System maintenance studies are implemented on a "dollar-for-dollar" basis, which means employee salaries are not affected (up or down), unless they fall below a newly designated minimum rate. Employee salaries that are above a newly designated maximum rate are saved (unchanged) for up to three years as authorized by C.R.S. 24-50-104(1)(e).

The study co-leaders developed a plan and timeline to guide the project. The goal was to implement the study on July 1, 2013 (if no fiscal impact) or July 1, 2014 (if fiscal impact). The plan included phases for data gathering, study team analysis of the issues, findings, solutions, and review and finalization of the class structure and pay grades. These would be proposed in the form of study recommendations (this Proposed Job Evaluation Letter or JEL), convening "meet and confer", followed by final publication and implementation of the study.

## ISSUES AND FINDINGS

### Workforce Data

Data for the Case Manager classes (as of March 31, 2013) indicated the following.

- The overall average length of service is 16.8 years.
- The overall average range penetration is 65%. In other words, on average, employee pay is 65% into the pay range. If employees were being paid at the middle of the pay range (the range midpoint), the range penetration would be 50%. The fact that average pay is deeper into the range is not unexpected given the average length of service.
- There is very low voluntary turnover at all levels. In FY2011-12 and FY2012-13 year-to-date (YTD), the CM I level had 1% voluntary turnover; CM II's and III's had 0% voluntary turnover. All other turnover in FY2011-12 and FY2012-13 YTD has been from retirement.

Title	# of EEs	Range Min	Range Midpt	Range Max	Avg Salary	Avg Range Penetration	Avg Yrs Service
Corrections Case Mgr I	153	\$3,977	\$4,815	\$5,653	\$4,994	61%	16.1
Corrections Case Mgr II	16	\$4,384	\$5,309	\$6,233	\$5,951	85%	20.1
Corrections Case Mgr III	15	\$4,605	\$5,575	\$6,545	\$6,303	88%	20.6
<b>Total/Weighted Avg</b>	<b>184</b>					<b>65%</b>	<b>16.8</b>

Title	FY2011-12 Turnover				FY2012-13 (YTD) Turnover			
	Volun-tary	Retire-ment	Invol-untary	Death	Volun-tary	Retire-ment	Invol-untary	Death
Corrections Case Mgr I	1%	2%	0%	0%	1%	5%	0%	0%
Corrections Case Mgr II	0%	19%	0%	0%	0%	6%	0%	0%
Corrections Case Mgr III	0%	7%	0%	0%	0%	6%	0%	0%

Data for the Correctional Officer classes (as of March 31, 2013) indicated the following.

- The overall average length of service is 9 years.
- The overall average range penetration is 23%. Average range penetration is lowest for the CO I level (11%). This is not unexpected given that the average length of service for this level is 6.3 years and State of Colorado employees have not seen annual increases in 5 years. For the other levels, average range penetration ranges from 39% to 66%.
- Turnover is highest at the CO I level (voluntary turnover of 10% in FY2011-12 and 8% in FY2012-13 YTD). Higher turnover at this level is not alarming as generally state employee turnover in the first one to three years is higher than overall average turnover.

Title	# of EEs	Range Min	Range Midpt	Range Max	Avg Salary	Avg Range Penetration	Avg Yrs Service
Correctional Officer I	2,628	\$3,273	\$3,962	\$4,654	\$3,426	11%	6.3
Correctional Officer II	800	\$3,607	\$4,368	\$5,128	\$4,202	39%	12.9
Correctional Off III Spec	101	\$3,977	\$4,815	\$5,653	\$5,053	64%	17.0
Correctional Off III Supv	269	\$3,977	\$4,815	\$5,653	\$4,856	52%	15.3
Correctional Officer IV	100	\$4,605	\$5,575	\$6,545	\$5,814	62%	17.9
Correctional Officer V	46	\$5,075	\$6,145	\$7,215	\$6,497	66%	19.3
<b>Total/Weighted Avg</b>	<b>3,944</b>					<b>23%</b>	<b>9.0</b>

Title	FY2011-12 Turnover				FY2012-13 (YTD) Turnover			
	Volun-tary	Retire-ment	Invol-untary	Death	Volun-tary	Retire-ment	Invol-untary	Death
Correctional Officer I	10%	1%	2%	0%	8%	1%	2%	0%
Correctional Officer II	4%	3%	1%	0%	4%	2%	1%	0%
Correctional Off III Spec	2%	1%	0%	0%	2%	0%	1%	0%
Correctional Off III Supv	2%	3%	1%	0%	2%	3%	0%	0%
Correctional Officer IV	1%	4%	0%	0%	0%	5%	0%	0%
Correctional Officer V	2%	7%	2%	0%	0%	4%	0%	0%

### **Class Consolidation**

The study team reviewed the feasibility of consolidating the CM series into the CO series. They found that while the pay grades may be similar, the type of work and the factor combinations are not compatible. The study team agreed that any attempt to collapse the Case Managers into the CO series would be confusing and arbitrary and could not reasonably be justified.

The study team also considered consolidating the CO V class into the General Professional V class. The General Professional class series encompasses jobs that perform professional work concerned with the creative and conceptual application of theory and principles in a professional field. A professional field is one in which knowledge is gained by completion of an advanced course of study resulting in a college degree or equivalent specialized experience (e.g. life sciences, social sciences, law, business, finance, etc.). Following the review of position descriptions and clarification of job duties through focus groups, the study team determined that the CO V positions do not fit within the concept of the General Professional class series as the positions do not require the creative and conceptual application of theory and principles of a professional occupational field and are more focused on operational elements in managing correctional facilities/programs. In addition, the factor levels and minimum qualifications for the CO V class do not align with the General Professional V class.

The study team determined that the CO V positions fit within the concept of the CO class series and the duties and factor levels align with the CO V class. The decision to keep the CO V positions in the CO class series is in line with other manager positions at this level that reside in the specific class of work instead of the General Professional series. Some examples of this include: Correctional Support Trades Supv IV, State Patrol Admin II, Police Administrator I, Food Service Mgr IV, and Tax Examiner V.

In conclusion, no classes will be consolidated and all positions will remain in the existing CM and CO series.

### **Class Structure**

#### Case Managers

There are currently three classes within the CM series. The study team considered the possibility of abolishing the CM II class based on the original concept of the class, job functions, and utilization since the level was created. However, the study group determined that the job duties and job factors are distinguishable from both the existing level I and III. In addition, the CM II level is still being utilized and during the focus group sessions, CM III's stressed the importance of having the CM II

level. No class within the CM series will be abolished and no new classes will be created.

### Correctional Officers

There are currently seven classes within the CO series. The study team considered the possibility of abolishing the CO Intern class since it has not been used for some time. CDHS indicated the primary reason they are no longer using it is because they are not having difficulty getting applicants who meet the minimum qualifications for the CO I level. However, in recognizing that the market could change, the Intern level will be kept for potential future use.

The CO series is a consolidation of security work for three different populations:

- Adult offenders (DOC)
- Youth offenders/residents (CDHS)
- Mental health/psychiatric offenders (CDHS Mental Health Institute at Pueblo)

These three areas were once in separate class series, but were consolidated into one class series as part of prior system maintenance studies (Youth in 1993 and Clinical in 2002). The study team considered the possibility of reverting to separate class series due to differences in the jobs. For example, CDHS positions have a more clinical/behavioral focus. Largely, the primary function of the different positions is the same (physical security and control in a secure facility) and the primary difference is related to population supervised. After various discussions, it was determined that the current arrangement of having all in the same class series has been working satisfactorily and should be maintained.

As part of the various discussions, it was also recommended that the class title be changed from “Correctional, Youth, or Clinical Security Officer” to simply “Correctional Officer”. Using working titles for positions and in announcements for hiring will continue to provide clarification on specific roles.

### **Class Descriptions**

Based on discussions with employees in the CM and CO class, particularly from the focus groups at DOC, a number of changes are being made to the terminology and examples provided in the class descriptions. In addition, the job factors were reviewed in light of all the information gathered. Changes being made to job factors include adding “advise” and “clarify” to the Purpose of Contact for CM I and CM III (these factors exist at CM II). For CM II, “negotiate” is being removed from Purpose of Contact as positions at this level do not have the authority to negotiate as an official representative of the department.

The following changes to job factors were considered but not implemented:

### CO III Specialist

The Complexity factor was reviewed for possible increase from “patterned” to “formulative”. The study team determined that the theoretical (formulative) level is not met as typically guidelines exist for most situations. Positions in this class have different specialty areas (e.g. DRDC assessment/classification, disciplinary officer, hearings officer, armorer, security, emergency management, and training) and there are differences in how complexity comes into play for these different roles; but overall, complexity is best described by the “patterned” level:

- Focuses on practical solutions that involve more multiple choice situations where the guidelines are not as clear.
- There may be several correct choices or they conflict so must adapt guidelines for the situation which can change each time the same circumstances arise.
- Positions collect and study information on the problem and figure out how the pieces fit together so they can devise practical solutions.

The Line/Staff factor was reviewed for possible addition of “work leader”. During the focus group, incumbents indicated that it is not uncommon for Specialists to have 1-2 administrative/support staff under them. To meet the “work leader” factor requires partial accountability for the work product of two or more full-time equivalent positions and at least one of the subordinate positions must be in the same series or at a comparable conceptual level. In reviewing organizational charts provided by DOC, it was determined that the subordinate positions under Specialists do not support adding “work leader” to the Line/Staff factor.

### CO III Supervisor

The Decision Making factor was reviewed for possible increase from “operational” to “process”. These positions spend the majority of time giving direction and guidance to CO I’s and II’s. They can make decisions regarding the operation of their specific area (e.g. meal times for their unit), but things impacting the facility as a whole require higher level approval. Supervisors have the authority to make decisions without prior approval for things that fall within established processes/regulations, using on-the-job experience. Decision Making is best categorized as operational:

- What is done, how it’s done, and by whom?
- Focus is still on practical as opposed to the theoretical.

### CO IV

The study team considered removing staff authority from the Line/Staff factor, but ultimately, the decision was to keep it since it may be used on rare occasions (e.g. Emergency Management position that provides statewide support).

### **Market Data**

Salary data is available for various CM and CO jobs through published surveys used in the annual compensation survey. Through the annual compensation survey process the division has identified specific state jobs to benchmark against common and comparable jobs in the labor market. (Benchmark jobs reflect commonly defined jobs in the market; represent a cross-section of levels and functions within the State’s internal structure; and, provide reliable data for comparison year to year. It is not common or expected that all levels within a class or all classes in a pay system would be used as survey benchmarks.) Market data on CM and CO benchmark jobs was collected from the *Mountain States Employers Council (MSEC) 2012 Public Employers Compensation Survey*, which consists of public employers in Colorado and the *National Compensation Association of State Governments (NCASG) 2012 Salary Survey*.

Although salary data is available for benchmark jobs through the annual compensation survey process, in order to obtain additional data on additional class levels, along with pay practice trends, the division conducted a direct survey. Because state governments have the most comparable

positions, the division surveyed other state governments. The direct survey asked respondent states to report their salary ranges, actual median salaries, and pay practices.

A total of 22 states participated in the direct survey (a 44% participation rate). As a matter of common and accepted survey practice, confidentiality is extended to all participants in return for participation to the extent that only aggregate data will be released (not specific salary data with individual source identified). A separate list of participants may be viewed, but specific links of employer and its unique data will remain confidential.

The direct survey obtained data for the following levels:

- Corrections Case Mgr I, II, III
- Correctional Officer Intern, I, II, III Spec

From March 27 to April 1, the study team and SMEs discussed and confirmed the benchmark matches used for the annual survey, and reviewed and provided feedback on the job summaries to be used for the direct survey. For the purpose of this study, the division was able to collect data on all levels except CO V. The collected data from the two published surveys and the direct survey is summarized in the table below. All data were projected (aged) to July 1, 2013.

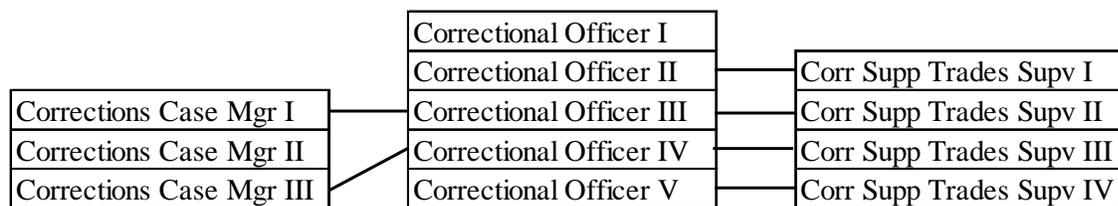
For data collected from other states, income and wage differentials that factor in economic variations by state were calculated and applied by referencing the Economic Research Institute (ERI) Geographic Assessor Report. For making data comparisons, Colorado is considered to be the base state and all other states are compared to the base. For instance, if a state was +3.5 percent above, that state's data were decreased by 3.5 percent to be comparable to Colorado's geographic market; if a state was -4.3 percent below, that state's data were increased by 4.3 percent.

In each of the benchmark comparisons, the percentage difference has been calculated between the State and the market. The percent difference is a tool for comparing two data figures and this approach provides a means for the State to determine what percentage it would need to adjust its salaries or salary ranges, either upward or downward, to align with the market. For example, in comparing the State's midpoint to market, a positive percentage figure indicates the amount the State would have to increase its midpoint to align with the market and a negative figure indicates the percentage the State would need to decrease its midpoint to align with the market.

Title	CO Avg Salary 3-31-13	CO Median Salary 3-31-13	Market Median Salary 7-1-13	% Diff Salary	CO Midpoint 7-1-13	Market Midpoint 7-1-13	% Diff Midpoint
Corrections Case Mgr I	\$4,994	\$5,149	\$3,577	-31%	\$4,871	\$3,956	-19%
Corrections Case Mgr II	\$5,951	\$6,112	\$3,735	-39%	\$5,372	\$4,171	-22%
Corrections Case Mgr III	\$6,303	\$6,545	\$4,767	-27%	\$5,641	\$4,832	-14%
Correctional Off Intern	N/A	N/A	\$2,746	N/A	\$3,228	\$3,068	-5%
Correctional Officer I	\$3,426	\$3,292	\$3,322	1%	\$4,009	\$3,615	-10%
Correctional Officer II	\$4,202	\$4,051	\$3,611	-11%	\$4,419	\$3,681	-17%
Correctional Off III Spec	\$5,053	\$5,352	\$3,750	-30%	\$4,871	\$4,059	-17%
Correctional Off III Supv	\$4,856	\$4,950	\$3,748	-24%	\$4,871	\$4,065	-17%
Correctional Officer IV	\$5,814	\$6,006	\$4,789	-20%	\$5,641	\$5,034	-11%
Correctional Officer V	\$6,497	\$6,671	N/A	N/A	\$6,119	N/A	N/A

### Internal Relationships

Historically, the pay grades for the Case Manager I and III classes have been directly related (comparable) to the Correctional Officer III and IV classes respectively. The Case Manager II class pay grade was placed partway between the other two. Historically, the pay grades for Correctional Officer II, III, IV, and V have been directly related (comparable) to the Correctional Support Trades Supervisor I, II, III, and IV classes respectively.



### Pay Grades

When adjusting the State's pay ranges, decisions are based on a comparison of other employers' median pay to the State's pay range midpoints. Colorado's threshold for adjusting pay grades is a continuing trend of at least  $\pm 7.5\%$  before an adjustment is made. Although the market data suggests that the Corrections Case Manager and Correctional Officer classes should be adjusted downward, the division does not recommend making any downward adjustments. Instead, the classes will remain in the pay grades published in the FY 2013-14 Compensation Plan (see table below). In addition, we recommend that the existing internal relationships be considered as new EPS pay ranges are developed for FY2014-15 through the annual survey process.

<b>Code</b>	<b>Class Title</b>	<b>Pay Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
A1A1	Corrections Case Mgr I	A30	\$3,977	\$4,871	\$5,766
A1A2	Corrections Case Mgr II	A34	\$4,384	\$5,372	\$6,358
A1A3	Corrections Case Mgr III	A36	\$4,605	\$5,641	\$6,676
A1D1	Correctional Officer Intern	A13	\$2,634	\$3,228	\$3,823
A1D2	Correctional Officer I	A22	\$3,273	\$4,009	\$4,744
A1D3	Correctional Officer II	A26	\$3,607	\$4,419	\$5,231
A1D4	Correctional Off III Spec	A30	\$3,977	\$4,871	\$5,766
A1D5	Correctional Off III Supv	A30	\$3,977	\$4,871	\$5,766
A1D6	Correctional Officer IV	A36	\$4,605	\$5,641	\$6,676
A1D7	Correctional Officer V	M01	\$4,741	\$6,119	\$7,496

### **Pay Practices**

The direct survey asked respondent states to answer several questions related to pay practices, including the following.

#### Overtime Calculation

Under Rule 3-36, “essential, non-exempt positions, as designated by a department head, shall have paid leave counted a work time.” The results of the direct survey showed that the majority of respondent states (79%) do not include paid leave in the calculation of hours worked when determining overtime for corrections positions.

#### 7(k) Exemption

Section 7(k) of the FLSA provides a partial overtime pay exemption for public employees in law enforcement activities. Under 7(k), employers can adopt a work period of seven to 28 days in length and an employee need be paid overtime only if they work longer hours than the “overtime threshold” for the work period chosen by the employer. The results of the direct survey showed that just over half of respondent states (53%) utilize the 7(k) exemption for corrections positions.

#### Shift Differential

Of the respondent states, the majority (61%) provide shift differential pay for corrections positions. The results of the direct survey showed that our shift differential pay for eligible corrections positions is more competitive than the average shift differential pay for the respondent states.

<b>Shift</b>	<b>State of Colorado</b>		<b>Avg for Respondent States (n=11)</b>	
	<b>Week Day</b>	<b>Weekend/Holiday</b>	<b>Week Day</b>	<b>Weekend/Holiday</b>
1 <sup>st</sup>	N/A	N/A	0%	0%
2 <sup>nd</sup>	7.5%	7.5%	5.6%	6%
3 <sup>rd</sup>	10%	10%	6.0%	6%

## **MEET AND CONFER ON PROPOSED RESULTS**

C.R.S. 24-50-104(1)(b) requires the department to “meet and confer” with affected employees and employee organizations, if requested, regarding the proposed changes before they are implemented as final. In an effort to proactively facilitate this process, a public meeting is scheduled for May 31, 2013, at 10:00 am, at the Leon Young Service Center, Pikes Peak Room, at 1521 Hancock Expressway, Colorado Springs, CO 80903. The official notice of proposed changes contains a deadline by which all "meet and confer" activity must conclude in order to include the results in the annual compensation survey report on August 1, 2013. All comments related to these proposed changes must be received by the division no later than close of business on June 7, 2013.

## **FISCAL IMPACT FOR IMPLEMENTATION YEAR**

There is no fiscal impact resulting from this system maintenance study, as no pay grades are recommended for adjustment.

## **RECOMMENDATIONS**

### **I. Occupational Group**

The Corrections Case Manager and Correctional Officer classes will remain in the Enforcement and Protective Services occupational group, with the exception of the Correctional Officer V class, which is moving to the Management occupational group as a result of the pay structure redesign.

### **II. Class Descriptions**

The revised class descriptions are attached.

### **III. Class Conversion and/or Placement**

There is no class conversion or class placement as a result of this study.



## STATE OF COLORADO

### CLASS SERIES DESCRIPTION

July 1, 2005 2013

### CORRECTIONS CASE MANAGER

A1A1TX TO A1A3XX

#### DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels in the Enforcement and Protective Services occupational group and describes case management work in monitoring and guiding offenders' progress while confined in a state correctional facility. Positions in this class manage offender cases from intake to prerelease planning to ensure court ordered programs and conditions are met prior to release. Case managers collect and evaluate information to determine custody levels and education/treatment needs; monitor and document offender behavior; provide individual ~~counseling~~ guidance, and progress assessment; submit community referrals; ~~determine custody levels;~~ conduct periodic reviews for appropriate custody classification; assist in pre-release preparations; ~~initiate~~ prepare parole plans; complete parole board risk assessments; determine earned time grants; resolve disagreements between offenders and correctional or judicial entities; ~~perform public relations work with external agencies and the general public;~~ or, supervise such positions. Some positions provide population management services to the agency which involves oversight/direction on offender classification, case management, movement, and disciplinary systems. Although ~~two of the three classes are primarily oriented to counseling and evaluation of offenders,~~ the primary role of positions is case management, the work includes ongoing responsibility for the security, restraint, and confinement of offenders. ~~These p~~Positions have authority as peace officers to enforce criminal and civil laws and to physically detain or restrain others. Basic peace officer level definitions are found in C.R.S. 16-2.5-135, with specific authorities found in agency supporting statutes or appointing authorities' delegations and may require P.O.S.T. Board certification.

**INDEX:** The Case Manager I class begins on ~~this~~ page 2, the Case Manager II class begins on page 3, and the Case Manager III class begins on page 56.

## CLASS SERIES DESCRIPTION (Cont'd.)

### CORRECTIONS CASE MANAGER

July 1, 2005

## CORRECTIONS CASE MANAGER I

A1A1TX

### CONCEPT OF CLASS

This class describes the fully-operational case manager. Positions in this class ~~provide~~ evaluate offenders ~~with counseling and guidance~~ in order to determine the appropriate custody level and facility placement; conduct progress assessments; resolve disagreements; coordinate offender access to work, educational, treatment, and recreational programs; determine earned time grants; initiate parole board risk assessments and actions; develop parole plans; and advise offenders on family and personal problems. Positions in this class ~~serve as an offender advisor on issues, complaints, suggestions, and disciplinary actions~~ monitor and document offender behavior and serve as a primary contact and source of information for facility administration, central administration, the Parole Board, outside agencies, attorneys, families, victims, and offenders.

Included in this class are positions receiving training and orientation during their initial probationary period.

### FACTORS

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

**Decision Making** -- The decisions regularly made are at the process level. Within limits set by professional standards, the agency's available technology and resources, and case management program objectives and regulations established by a higher management level, choices involve determining the process to ensure offenders have the opportunity to meet those objectives; ~~including designing the set of case management operations.~~ An example could be a decision on the process to achieve offender work or educational objectives to meet parole risk assessment guidelines. The general case management pattern, program, or system exists but must be individualized. This individualization requires analysis of offender behavioral data that is complicated or contradictory. ~~An example could be a decision on~~ For example, determining how to motivate offenders to correct abnormal social behaviors when their work behavior is normal. Analysis is breaking the offender problem or case into parts, examining these parts, and reaching conclusions that result in case management processes. This examination requires the application of known and established ~~counseling,~~ rehabilitation, educational, or vocational theory, principles, conceptual models, professional penal standards, and case management precedents in order to determine their relationship to the problem. An example could be decisions on ~~what counseling principles to apply for a process to resolve offender complaints or grievances against individuals outside the correctional system~~ how to resolve grievances and behavioral issues at the lowest level. New case management 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 case management ~~and counseling~~ theories, concepts, and principles in order to tailor them to develop a different approach or

## CLASS SERIES DESCRIPTION (Cont'd.)

### CORRECTIONS CASE MANAGER

July 1, 2005

tactical plan to fit specific circumstances. While general case management policies, precedents, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. For example, a position may modify case management principles in developing a risk assessment for repeat offenders. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing case management guidelines so they can be applied to particular circumstances and to deal with emergencies. An example could be the modification of case management guidelines for an evaluation plan to fulfill the needs of an offender with learning disabilities.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of any of the following:

Advising or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. As an example, positions meet with offenders to discuss their progress toward meeting the established education/treatment plan and ensure the offender understands how their behavior affects their progress.

Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories or marketing a product or service. This goes beyond what has been learned in training or repeating information that is available in another format. For example, when new laws are enacted affecting the conditions of confinement or a change in how earned time is granted, positions educate the offender and other concerned parties of how, when, and why these changes will occur.

~~p~~Physically restraining and confining ~~citizens~~others as peace officers enforcing the law. Although such positions meet the criteria for the Enforcement and Protective Services occupational group, these contacts are incidental to their primary ~~counseling and~~ purpose of case management ~~roles~~. This level involves contact involving physical restraint of offenders in a secure facility in accordance with statutory and agency-granted authorities.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. ~~This level may include work leader or supervisory accountability for less than two full-time equivalent positions.~~

## CORRECTIONS CASE MANAGER II

A1A2XX

### CONCEPT OF CLASS

This class ~~primarily~~ describes the work leader or agency level staff specialist ~~responsible for developing and evaluating case management operations among and between separate facilities.~~ The work leader oversees and directs the work of others, in addition to having a caseload and performing the full range of case management work. Lead work duties include, but are not

## CLASS SERIES DESCRIPTION (Cont'd.)

### CORRECTIONS CASE MANAGER

July 1, 2005

limited to, providing training and guidance, reviewing the work of others for accuracy and completeness, monitoring progress and workflow, providing input into performance plans and appraisals, identifying classification issues, facilitating the job board process, and coordinating parole board hearings and offender movement.

The agency level staff specialist responsible for developing and evaluating case management operations among and between separate facilities. As the agency authority on case management principles, models, and American Correctional Association (ACA) case management standards, positions guide and influence correctional decisions on how to integrate case management operations into specific outcomes by developing case management guidelines used throughout the agency. Positions are actively involved in offender classification, movements, and disciplinary systems and operations. Positions also persuade other correctional program areas to adjust or modify their operations to incorporate case management objectives. This class may also be used for those facility positions functioning as work leaders and fulfill such definition contained under the Line/Staff Authority factor in this class. ~~Positions located at the agency staff level are not directly involved in the restraint and confinement of offenders.~~ This class differs from the lower class of Case Manager I in the ~~factors of Purpose of Contact and Line/Staff Authority~~ factor only.

### FACTORS

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

**Decision Making** -- The decisions regularly made are at the process level, as described here. Within limits set by professional case and population management 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. Within broader incarceration and release guidelines, the general case or population management program or system exists but must be individualized. An example could be decisions related to whether pre-release case management should differ due to the security level of offenders. 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 case management theory, principles, conceptual models, professional ACA standards, and legal precedents in order to determine their relationship to the problem. An example of such decision could be deciding the process for case management training or audits of facility case management. 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 case management theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the

## CLASS SERIES DESCRIPTION (Cont'd.)

### CORRECTIONS CASE MANAGER

July 1, 2005

existing case management guidelines so they can be applied to particular circumstances and to deal with emergencies. An example could be the adaptation of ACA case management principles to deal with changes in sentencing laws, or to deal with emergency movement of offenders from county holding jails to state offender reception facilities without degrading offender classification principles and standards.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of ~~at least two of~~ any of the following:

~~Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. As an example, positions advise agency managers and facility supervisors and managers on ways to deal with overcrowding and the necessity of mixing offender classification levels in order to solve an offender influx or new parole releases.~~ meet with offenders to discuss their progress toward meeting the established education/treatment plan and ensure the offender understands how their behavior affects their progress.

Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories or marketing a product or service. This goes beyond what has been learned in training or repeating information that is available in another format. ~~Examples are training correctional facility program managers on the intent of case management, and in clarifying to managers, superintendents, and parole entities the purpose and rationale behind classification models or principles.~~ For example, when new laws are enacted affecting the conditions of confinement or a change in how earned time is granted, positions educate the offender and other concerned parties of how, when, and why these changes will occur.

Physically restraining and confining ~~citizens~~ others as peace officers enforcing the law. Although such positions meet the criteria for the Enforcement and Protective Services occupational group, these contacts are incidental to their primary ~~counseling and~~ purpose of case management ~~roles~~. This level involves contact involving physical restraint of offenders in a secure facility in accordance with statutory and agency-granted authorities.

~~Negotiating as an official representative of one party in order to obtain support or cooperation where there is no formal rule or law to fall back on in requiring such action or change from the other party. Such negotiation has fiscal or programmatic impact on an agency. In reaching settlements or compromises, the position does not have a rule or regulation to enforce but is accountable for the function.~~

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as an individual contributor, a work leader, or a staff authority. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

## **CLASS SERIES DESCRIPTION (Cont'd.)**

### **CORRECTIONS CASE MANAGER**

**July 1, 2005**

NOTE: This portion of the factor is applicable only to those positions with agency-wide responsibilities as described in the concept for this class, which is used as a tradeoff for the supervisory responsibilities less than the work leader definition below.

**OR**

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 staff authority is a pacesetter who has a unique level of technical expertise in a field or profession that, as part of the assignment, is critical to the success of an agency. It is an essential component of the work assignment that has been delegated by management to the position. This authority directly influences management decisions within an agency. For example, management relies on such a position when making decisions regarding the direction that policy or a program should take in the staff authority's field of expertise. Managers and peers recognize and seek this level of technical guidance and direction regarding the application of a program or system within the agency or to its clients. An example is a position with statewide correctional case management influence on its peers and the agency management teams as to offender placement needs versus agency capabilities.

### **CORRECTIONS CASE MANAGER III**

A1A3XX

#### **CONCEPT OF CLASS**

This class describes supervisory case management responsibilities. ~~In addition to having a caseload, p~~Positions in this class supervise other case managers in a facility and coordinate the offender program and classification system operations with other facility areas such as security, housing, work, educational, recreational, and religious program supervisors. ~~As the facility classification officer, p~~Positions also conduct review hearings on offender appeals and grievances, chair classifications committees, and approve classificaiton status, such as Administrative Segregation, Protective Custody, and Residential Treatment Programs. This class differs from the lower Case Manager II class in the Line/Staff Authority factor only.

#### **FACTORS**

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

## CLASS SERIES DESCRIPTION (Cont'd.)

### CORRECTIONS CASE MANAGER

July 1, 2005

**Decision Making** -- The decisions regularly made are at the process level. Within limits set by professional standards, the agency's available technology and resources, and case management program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of case management operations. An example could be decisions on the process to achieve offender work or educational objectives to meet risk assessment guidelines for gaining parole approval. The general case management pattern, program, or system exists but must be individualized. This individualization requires analysis of offender behavioral data that is complicated or contradictory. Analysis is breaking the offender problem or case into parts, examining these parts, and reaching conclusions that result in case management processes. This examination requires the application of known and established ~~counseling~~, rehabilitation, educational, or vocational theory, principles, conceptual models, professional penal standards, and case management precedents in order to determine their relationship to the problem. An example could be decisions on what process to use to accomplish case management activities in a facility which includes determining case loads, depth and frequency of case management contacts with offenders, case management audits, and making changes in the sequence of risk assessment actions. New case management 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 case management ~~and counseling~~ theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general case management policies, precedents, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing American Correctional Association (ACA) case management principles so they can be applied to particular circumstances and to deal with emergencies. An example could be the modification of case management guidelines for a plan to fulfill the facility's objectives under offender overcrowding conditions or severe, long-term security restrictions on offender movements.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of any of the following:

Advising or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. As an example, positions defuse custody issues within the facility by interaction with Offender Services.

Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories or marketing a product or service. This goes beyond what has been learned in training or repeating information that is available in another format. For example, positions respond to inmate sentence issues by explaining sentence laws and time computation awards/non-awards.

## **CLASS SERIES DESCRIPTION (Cont'd.)**

### **CORRECTIONS CASE MANAGER**

**July 1, 2005**

~~Physically restraining and confining citizens~~ others as peace officers enforcing the law. As with positions in the lower Case Manager I class, such positions meet the criteria for the Enforcement and Protective Services occupational group, but these contacts are incidental to their primary purpose of ~~advising and counseling~~ case management. ~~This class includes contact involving physical restraint of offenders in a secure facility, typically as a duty officer, in accordance with statutory and agency granted authorities.~~

**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.

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.

### **DEFINITIONS**

Case Management: The assessment, planning, coordinating, and ~~counsel~~ guiding of offenders to achieve progress through the penal institution system and return them to the general population.

### **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**

Revised 7/1/13 (JEN). Changed Purpose of Contact for I, II, and III.

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

Effective 7/1/02 (DLF). EPS Consolidation Study. Date and class history updated. Published as proposed 5/8/02.

Revised 9/1/93 (DLF). Job Evaluation System Revision project. Published as proposed 6/11/93, 12/13/93.

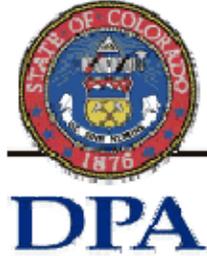
**CLASS SERIES DESCRIPTION (Cont'd.)**  
**CORRECTIONS CASE MANAGER**  
**July 1, 2005**

**SUMMARY OF FACTOR RATINGS**

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Corrections Case Manager I	Process	Formulative	<u>Advise, Clarify,</u> Restrain	Indiv. Contributor
Corrections Case Manager II	Process	Formulative	*Advise, Clarify, Restrain; <del>or Negotiate</del>	Indiv. Contributor, Work Leader, or Staff Authority
Corrections Case Manager III	Process	Formulative	<u>Advise, Clarify,</u> Restrain	Unit Supervisor

\* ~~Must have at least 2 of the 4.~~

ISSUING AUTHORITY: Colorado Department of Personnel & Administration



## STATE OF COLORADO

### CLASS SERIES DESCRIPTION

July 1, 2005 ~~2013~~

### CORRECTIONAL, YOUTH, OR CLINICAL SECURITY OFFICER

A1D1IX TO A1D7XX

#### DESCRIPTION OF OCCUPATIONAL WORK

This class series uses seven levels in the Enforcement and Protective Services occupational group and describes physical security and control over adult offenders, youth offenders/residents, or mental health/psychiatric offenders in a secure facility. The work entails custody and security responsibilities over offenders, youth offenders/residents, or psychiatric clinical care clients as to their housing, treatment, rehabilitation, education, health care, recreation, transportation, and/or employment in detention centers, prisons, mental health institutes, ~~homes/cottages~~, camps, or other similar facilities. Work involves oversight, supervision, crisis intervention, or evaluation to assure the physical safety and security of residents, staff, visitors, and the community and property ~~and others~~. The work may entail decisions that could be in a life-threatening situation. The work in mental/behavioral health settings includes milieu management and clinical interventions in high-risk units as determined by management. The work includes the enforcement of statutes, regulations, orders, directives, and procedures related to each facility.

Positions may have varying degrees of peace officer authority as designated by state statutes and department directives to enforce criminal and civil laws and to physically detain or restrain ~~others~~ offenders/residents. Basic peace officer level definitions relating to offenders are found in C.R.S. 16-2.5-135, with specific authorities for individual agencies or departments found in their supporting statutes or appointing authorities' delegations. The mental/behavioral health treatment and security requirements are found in C.R.S.16-2.5-140 and 27-10-101. Positions may require P.O.S.T. Board certification.

The levels in this class series range from the intern level correctional/~~security~~ officer providing basic security and control to the third-level supervisor responsible for one or more program areas of support to offenders, clients, or residents. This class series contains two classes at the III level; one as a specialist, the other as a supervisor. Due to the rehabilitative and/or treatment

**CLASS SERIES DESCRIPTION (Cont'd)**

**~~CORRECTIONAL, YOUTH, OR CLINICAL SECURITY OFFICER~~**

**July 1, 2005**2013

objectives in some youth and mental/behavioral health environments, supervisory positions in those settings may be found in other professional treatment, counseling, or rehabilitation classes. Positions above the highest level in this class series ~~are evaluated under the Management Evaluation Plan~~may be allocated within the General Professional and Management class series. This class series is distinguished from the Safety/Security Officer class series as that class entails public law enforcement work beyond that included in this class series.

For purposes of determining supervision, positions supervising offenders/clients may fit the definition of supervision if the position performs these elements of supervision as defined in the Line/Staff Authority factors and the offenders/clients meet the wage earner and employer/employee relationship requirements. For example, some positions may supervise a crew of offenders and have responsibility for directing and reviewing the work and hiring and firing the offenders. ~~On the other hand, positions "overseeing" an offender work gang are not considered to meet the above elements of supervision.~~

**INDEX:** The first level, ~~Correctional, Youth, or Clinical Security~~ Officer Intern begins on this page, ~~Correctional, Youth, or Clinical Security~~ Officer I begins on this page, ~~Correctional, Youth, or Clinical Security~~ Officer II begins on page 4, ~~Correctional, Youth, or Clinical Security~~ Officer Specialist III begins on page 5, ~~Correctional, Youth, or Clinical Security~~ Officer Supervisor III begins on page 7, ~~Correctional/Youth Security~~ Officer IV begins on page 8, and ~~Correctional/Youth Security~~ Officer V begins on page ~~40~~11.

**~~CORR'L, YOUTH, OR CLINICAL SECURITY~~ CORRECTIONAL  
OFFICER INTERN A1D1IX**

This class describes the entry level. Work is designed to train positions for a higher level in the class series. Although tasks are similar to those of the fully operational level, assignments are structured and performed with direction and assistance from others. Positions carry out established work processes and operations by learning to apply and follow procedures, techniques, rules, and regulations. Once training has been completed, the position is moved to the next level. Positions should not remain in this class indefinitely.

**~~CORR'L, YOUTH, OR CLINICAL SECURITY~~ CORRECTIONAL  
OFFICER I A1D2TX**

**CONCEPT OF CLASS**

This class describes the fully operational officer providing physical security and control of offenders or clients. Duties involve the performance of security, movement, transportation, and restraining activities as directed by established facility orders, ~~descriptions,~~ rules, and procedures. The work may be individualized or in a team environment depending upon specific responsibilities at a particular station or post. Duties include monitoring, inspecting, searching, directing, documenting, and restraining offenders, ~~offenders,~~ or clients/residents in housing, educational, recreational, employment, confinement, or treatment settings. The work involves

## CLASS SERIES DESCRIPTION (Cont'd)

### CORRECTIONAL, ~~YOUTH, OR CLINICAL SECURITY OFFICER~~

July 1, 2005~~2013~~

monitoring and controlling physical movements via electronic, manual, or direct personal means. This includes monitoring alarms, systems, and schedules for controlling movement, access, and traffic in or about secure facilities. Duties may include maintaining equipment and keeping inventories of keys, tools, ~~or weapons,~~ or chemicals. Officers conduct physical searches of persons, property and facilities to control contraband; ~~and apply~~ utilize verbal commands to facilitate movement within a unit; and apply physical force/restraint according to agency guidelines. Positions can be used to transport offenders or clients between facilities and escort visitors within a facility.

Positions in mental health institutions or youth/juvenile areas may participate in work of a ~~clinical treatment~~ rehabilitative or counseling nature, but the assignment is primarily security and control and does not include professional treatment, counseling, therapy, or social work. Included in this class are positions receiving orientation and training where performance is expected to reach the fully operational level within the initial probationary period.

### FACTORS

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

**Decision Making** -- The decisions regularly made are at the operational level. Within limits set by the specific security and control process or regulations, choices involve deciding what security operation is required to carry out the process. This includes determining how the security operation will be completed. An example could be deciding the proper control of offenders when facility security equipment is not working or, as the designated first responder, determining immediate sanctions to control a situation or whether the situation warrants additional staff assistance. 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 security process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices which are in the form of agency and unit procedures, memoranda, or post orders. As an example, although continuum of force guidelines exists, positions must decide the appropriate level of physical control response to client(s) or offender(s) disturbances.

**Complexity** -- The nature of, and need for, analysis and judgment is patterned. Positions study security and control information to determine what it means and how it fits together in order to get practical solutions in the form of responses to client or offender behavior deviations. Guidelines in the form of post orders, procedures, and emergency response directives 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 physical control alternatives where all are correct but one is better than another depending on the given circumstances of the security situation. As an example, choosing activity termination, ~~verbal warning~~ command, physical restraint or force with combative techniques, ~~activity termination~~, unit lockdown, or the use of deadly force (use of weapons) may all be alternatives, but one may be preferable in a given situation.

## CLASS SERIES DESCRIPTION (Cont'd)

### ~~CORRECTIONAL, YOUTH, OR CLINICAL SECURITY OFFICER~~

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**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of verbally and physically restraining and confining others as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. This class requires contact involving verbal and physical restraint of patients, offenders, clients/residents, offenders, or visitors in or about a secure facility or other specifically designated area in accordance with statutory and agency-granted authorities. Security positions in youth settings may be limited to detaining youth until they are placed in custody of law enforcement, but that contact still meets the intent of this paragraph.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

### ~~CORR'L, YOUTH, OR CLINICAL SECURITY~~ CORRECTIONAL OFFICER II A1D3XX

#### CONCEPT OF CLASS

This class describes the fully operational correctional ~~or security services~~ officer with lead work or limited supervisory responsibilities. In addition to work described by the Correctional, ~~Youth or Clinical Security~~ Officer I class, positions in this class have additional oversight duties over others. The lead work duties include, but are not limited to, assigning security, control, or crisis intervention work; checking the work for conformance to standards and orders/descriptions; training new employees on security, control, or intervention procedures and processes; providing input into performance plans and appraisals; or recommending post or station assignments for differing activities or security conditions. The work in this class differs from the Officer I in the Line/Staff Authority factor only.

#### FACTORS

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

**Decision Making** -- The decisions regularly made are at the operational level. Within limits set by the specific security and control process or agency regulations, choices involve deciding what security operation is required to carry out the process. This includes determining how the security operation will be completed. An example could be deciding the proper control of offenders when facility security equipment is not working or, as the designated first responder, determining immediate sanctions to control a situation or whether the situation warrants additional staff assistance. 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 security process. Choices are within a range of specified, acceptable standards, alternatives, and

## CLASS SERIES DESCRIPTION (Cont'd)

### ~~CORRECTIONAL, YOUTH, OR CLINICAL SECURITY OFFICER~~

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technical practices which are in the form of agency and unit procedures, memoranda, or post orders. As an example, although continuum of force guidelines exists, positions must decide the appropriate level of physical control response to client(s) or offender(s) disturbances.

**Complexity** -- The nature of, and need for, analysis and judgment is patterned. Positions study security and control information to determine what it means and how it fits together in order to get practical solutions in the form of responses to client or offender behavior deviations. Guidelines in the form of post orders, procedures, and emergency response directives 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 physical control alternatives where all are correct but one is better than another depending on the given circumstances of the security situation. As an example, choosing activity termination, ~~verbal warning~~ command, physical restraint or force with combative techniques, ~~activity termination~~, unit lockdown, or the use of deadly force (use of weapons) may all be alternatives, but one may be preferable in a given situation.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of verbally and physically restraining and confining others as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. This class requires contact involving verbal and physical restraint of patients, offenders, clients/residents, offenders, or visitors in or about a secure facility or other specifically designated area in accordance with statutory and agency-granted authorities. Security positions in youth settings may be limited to detaining youth until they are placed in custody of law enforcement, but that contact still meets the intent of this paragraph.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as a work leader. 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 security and control tasks, monitoring progress and work flow, checking security and control, and establishing work standards. The work leader may provide input into supervisory decisions made at higher levels, including signing leave requests or approving work hours. This level may include supervisory accountability, which does not meet the next level in this series.

### ~~CORR'L, YOUTH, OR CLINICAL SECURITY~~ CORRECTIONAL OFFICER SPECIALIST III A1D4XX

#### CONCEPT OF CLASS

This class describes the third-level correctional officer. The work in this class includes the responsibility for work decisions on establishing processes and performing work in ~~specialist~~

## CLASS SERIES DESCRIPTION (Cont'd)

### ~~CORRECTIONAL, YOUTH, OR CLINICAL SECURITY OFFICER~~

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specialty processes in areas such as armory or weapons range operations, training coordination, recreational activities, security, emergency management, hearings, disciplinary, assessment/classification, or others. Positions in this class differ from the Correctional, ~~Youth or Clinical Security~~ Officer II class in the Decision Making, Purpose of Contact, and Line/Staff Authority factors.

### FACTORS

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

**Decision Making** -- Decisions regularly made are at the process level. Within limits set by professional standards, the agency's available technology and resources, and correctional program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. An example of such could be decisions on the process to accomplish recreational programs in a particular facility. 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. For example, making changes to recreational activities and programs based on the offender population to ensure safety and security standards are maintained. 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, decisions on training programs require the application of concepts of training development as the position designs activities that meet training objectives. 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. Positions study security and control information to determine what it means and how it fits together in order to get practical solutions in the form of responses to behavioral deviations. Guidelines in the form of post orders, procedures, and emergency response directives 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 physical control alternatives where all are correct but one is better than another depending on the given circumstances of the security situation. As an example, choosing the appropriate security and safety process for operating an armory or weapons range requires choices between alternatives.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of both of the following:

Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories. This goes beyond what has been learned in training or repeating information that is available in another format. For example, positions train others on the rationale behind the continuum of force guidelines.

## CLASS SERIES DESCRIPTION (Cont'd)

### ~~CORRECTIONAL, YOUTH, OR CLINICAL SECURITY OFFICER~~

July 1, 2005 ~~2013~~

Physically restraining and confining others as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. This class requires contact involving verbal and physical restraint of patients, offenders, or visitors in or about a secure facility or other specifically designated area in accordance with statutory and agency-granted authorities.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

### ~~CORR'L, YOUTH, OR CLINICAL SECURITY~~ **CORRECTIONAL OFFICER SUPERVISOR III** A1D5XX

#### **CONCEPT OF CLASS**

This class describes the first supervisory level. In addition to work performed in lower classes, the work in this class includes the responsibility for supervisory duties, which influence the pay, status, or tenure of others. As supervisors, positions have signature authority for actions directly affecting others in the form of performance appraisals and plans, documentation to support recommendation on corrective actions, and resolving the informal grievances of subordinates. Positions may also participate in the hiring, promotion, or transfer processes. Positions in this class differ from the ~~Correctional, Youth or Clinical Security Officer II~~ class in the Line/Staff Authority factor. Positions in this class differ from the ~~Correctional, Youth or Clinical Security Officer~~ Specialist III class in the Decision Making and Line/Staff Authority factors.

#### **FACTORS**

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

**Decision Making** -- Decisions regularly made are at the operational level. Within limits set by the specific security and control process or agency regulations, choices involve deciding what security operation is required to carry out the process. This includes determining how the security operation will be completed. An example could be deciding the proper control of offenders when facility security equipment is not working. Positions at this level may revise sanctions imposed at lower levels based on operational needs and circumstances. 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 security process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices which are in the form of agency ~~and unit~~ procedures, memoranda, or post orders. As an example, although continuum of force guidelines exists, officers must decide the appropriate level of physical control response to offender(s) disturbances.

## CLASS SERIES DESCRIPTION (Cont'd)

### ~~CORRECTIONAL, YOUTH, OR CLINICAL SECURITY OFFICER~~

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**Complexity** -- The nature of, and need for, analysis and judgment is patterned. Positions study security and control information to determine what it means and how it fits together in order to get practical solutions in the form of responses to behavioral deviations. Guidelines in the form of post orders, procedures, and emergency response directives 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 a number of alternatives, which may be correct, but one is better than another depending on the given circumstances of the situation. As an example, choosing activity termination, ~~verbal warning~~ command, physical restraint or force with combative techniques, ~~activity termination~~, unit lockdown, or the use of deadly force (use of weapons) may all be alternatives, but one may be preferable in a given situation.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of verbally and physically restraining and confining others as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. This class requires contact involving verbal and physical restraint of patients, offenders, clients/residents, offenders, or visitors in or about a secure facility or other specifically designated area in accordance with statutory and agency-granted authorities. Security positions in youth settings may be limited to detaining youth until they are placed in custody of law enforcement, but that contact still meets the intent of this paragraph.

**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. 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.

### ~~CORRECTIONAL/YOUTH SECURITY OFFICER IV~~

A1D6XX

#### CONCEPT OF CLASS

This class describes a supervisory or staff authority level in a correctional setting. The duties involve the supervision of multiple units within security, housing, or other prison program areas. The work is oriented more towards planning, controlling, ~~and evaluating~~, and developing the program areas and in ~~working~~ coordinating with other program supervisors and managers toward achieving common goals and objectives. The work at this level typically includes responsibility as duty officer of a facility during night, weekend, and holiday schedules on a rotational basis. This class also describes those positions having agency wide responsibility for specialty areas, such as armory, recreation, emergency management, security systems, etc. This class differs from the ~~Correctional, Youth, or Clinical Security Officer~~ Supervisor III class in the Decision Making factor and possibly in Line/Staff Authority.

## CLASS SERIES DESCRIPTION (Cont'd)

### ~~CORRECTIONAL, YOUTH, OR CLINICAL SECURITY OFFICER~~

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## FACTORS

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

**Decision Making** -- Decisions regularly made are at the process level. 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. The general pattern, program, specialty, or system exists but must be individualized. An example of such could be deciding ~~religious or recreational~~ correctional processes in a particular facility, such as security or recreation programs; monitoring operating expenditures; or, deciding specialty training for the agency. The general program requirements exist in agency guidelines, but the local program must be individualized to fit offender or client needs and the particular security classification level of offenders or the facility. An example could be the modification of housing divisions based on changes in offender populations, which necessitate a different security level. This individualization requires analysis of data that is complicated. Analysis is breaking the security ~~problem or case~~ issues and concerns into parts, examining these parts, and reaching conclusions that result in processes that ensure the safety and security of offenders/residents, staff and facility. This examination requires the application of known and established theory, principles, conceptual models, professional standards, precedents, statutes, and case law in order to determine their relationship to the problem. For example, decisions on security programs require the application of the standards of the American Correctional Association (ACA) in modifying housing or work activities for offenders. Decisions at this level involve establishing and implementing post orders. Positions at this level may revise sanctions imposed at lower levels based on operational needs and circumstances. 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. Positions study security and control information to determine what it means and how it fits together in order to get practical solutions in the form of responses to behavioral deviations. Guidelines in the form of agency processes and emergency response directives 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 physical control alternatives where all are correct but one is better than another depending on the given circumstances of the security situation. As an example, positions may choose the locations for recreational or work activities ~~initial emergency response~~ based on alternatives within the established guidelines and policies, ~~available alternatives.~~ Positions at this level may serve as first reviewers of staff critical incident reports to ensure appropriateness and completeness of information.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of either of the following:

**CLASS SERIES DESCRIPTION (Cont'd)**

**CORRECTIONAL, ~~YOUTH, OR CLINICAL SECURITY OFFICER~~**

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Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories. This goes beyond what has been learned in training or repeating information that is available in another format. An example could be clarifying, during corrections' or youth program audits, the intent of requiring job skills of offenders or additional client education in order to reverse recidivism levels.

Physically restraining and confining others as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. This class requires contact involving verbal and physical restraint of patients, offenders, clients/residents, offenders, or visitors in or about a secure facility or other specifically designated area in accordance with statutory and agency-granted authorities. Security positions in youth settings may be limited to detaining youth until they are placed in custody of law enforcement, but that contact still meets the intent of this paragraph.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as staff authority, a unit supervisor, or a line manager. The staff authority is a pacesetter who has a rare level of technical expertise in a field or profession that, as part of the assignment, is critical to the success of an agency. This authority directly influences management decisions at least on an agency-wide basis. Managers and peers recognize and seek this level of technical guidance and direction for development of an agency-wide system or regarding the application of a statewide system within the agency or to its clients.

**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. Positions supervised must be in this class series or at similar concept levels in other 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.

**OR**

The line manager must be accountable for multiple units through the direct supervision of at least two subordinate Unit Supervisors; and, have signature authority for actions and decisions that may directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective actions and disciplinary actions, rater/reviewer signature on performance plans and appraisals, and resolving informal grievances. Positions may start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

## CLASS SERIES DESCRIPTION (Cont'd)

### ~~CORRECTIONAL, YOUTH, OR CLINICAL SECURITY OFFICER~~

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### ~~CORRECTIONAL/YOUTH SECURITY OFFICER V~~

A1D7XX

#### CONCEPT OF CLASS

This class describes the highest level in this series. The duties typically involve management and administration of one or more segments of a facility, which includes, but is not limited to, the operational elements of security, housing, recreational, educational, or religious programs; some positions may also include responsibility over case management and/or classification. Supervision is received from ~~management profile~~ positions in the management levels of the general professional class series. A primary responsibility at ~~this~~ the Correctional Officer V level is to direct subordinate units and their program areas to meet the objectives of other areas through contact and coordination with other program areas. Positions in this level typically act as the duty officer of a facility during night, weekend, and holiday schedules on a rotational basis. Positions in this level differ from the Correctional/Security Officer IV class in the Complexity factor and possibly in the Decision Making and Line/Staff Authority factors.

#### FACTORS

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

**Decision Making** -- Decisions regularly made are at the process level. 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. The general pattern, program, or system exists but must be individualized. An example of such could be deciding ~~recreational~~ correctional processes in a particular facility, such as security or recreation programs. The general program requirements exist in agency guidelines, but the local program must be individualized to fit offender or client needs and the particular security classification level of offenders or the facility. An example could be the modification of housing divisions based on changes in offender populations, which necessitate a different security level. This individualization requires analysis of data that is complicated. Analysis is breaking the security 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, precedents, statutes, and case law in order to determine their relationship to the problem. For example, decisions on security programs require the application of the standards of the American Correctional Association (ACA) in modifying housing or work activities for offenders or clients. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

**OR**

The decisions regularly made are at the interpretive level. Within limits of the facility's strategic master plan and allocated human and fiscal resources, choices involve determining tactical plans to achieve the facility's administrative objectives established by the higher management

## CLASS SERIES DESCRIPTION (Cont'd)

### ~~CORRECTIONAL, YOUTH, OR CLINICAL SECURITY OFFICER~~

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(warden/superintendent) level. This involves establishing what processes will be done, developing the budget, and developing the staffing patterns and work units in order to deploy staff. This level includes inventing and changing systems and guidelines that will be applied by subordinate units. By nature, this is the first level where positions are not bound by processes and operations in their own programs as a framework for decision making and there are novel or unique situations that cause uncertainties that must be addressed at this level. Through deliberate analysis and experience with these unique situations, the manager or expert determines the systems, guidelines, and programs for the future. For example, positions at this level review and approve the post orders that subordinate positions use to guide their actions in the security and control of offenders.

**Complexity** -- The nature of, and need for, analysis and judgment is formulative. Positions evaluate the relevance and importance of criminal justice and correctional theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general agency policy, precedent, or non-specific security and control practices exist in the form of department policies and national standards, they are inadequate so they are relevant only through an approximation or analogy. For example, at a particular security level, certain general security practices exist, but positions in this class must modify them to fit physical equipment or facility limits. In conjunction with theories, 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, the offender programs manager may need to evaluate the appropriate recreational models to provide for particular classifications of offenders in meeting ACA Standards.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of either of the following:

Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories. This goes beyond what has been learned in training or repeating information that is available in another format. An example could be clarifying, during corrections or youth program audits, the intent of requiring job skills of offenders or additional education in order to reverse recidivism levels.

Physically restraining and confining or ordering others as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. This class requires contact involving verbal and physical restraint of patients, offenders, clients/residents, offenders, or visitors in or about a secure facility or other specifically designated area in accordance with statutory and agency-granted authorities. Security positions in youth settings may be limited to detaining youth until they are placed in custody of law enforcement, but this contact still meets the intent of this paragraph.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as a line manager or senior manager. A line manager must be accountable for multiple units through the direct supervision of at least three subordinate Unit Supervisors (~~Corr'l, Youth, or Clinical Security~~ **Correctional Officer** Supervisor III) or positions of a similar

## **CLASS SERIES DESCRIPTION (Cont'd)**

### **CORRECTIONAL, ~~YOUTH, OR CLINICAL~~ SECURITY OFFICER**

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level; and, have signature authority for actions and decisions that may directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, rater/reviewer signature on performance plans and appraisals, and resolving informal grievances. Positions may start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

**OR**

The senior manager must be accountable for multiple units through the direct supervision of at least two subordinate Correctional/Security Officer IVs or positions of similar level; and, have signature authority for actions and decisions that may directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommendations on corrective actions and disciplinary actions, rater/reviewer signature on performance plans and appraisals, and resolving informal grievances. Positions may start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

### **DEFINITIONS**

Adult correctional offender service: Work related to the security, housing, custody, and/or activities of offenders in a state facility according to the Colorado Code of Penal Discipline.

Institutional (forensic) service: Work related to the security, custody, and control of clients or patients in a high-risk state psychiatric or mental health facility, hospital, institute, center, or home.

Youth/juvenile service: Work related to the security, custody, and control/management of youth/juvenile offenders/clients/residents in a state youth detention, treatment, or offender facility, center, camp, or similar setting.

NOTE: Some positions may prefer to use working titles with military type rank designations, such as sergeant, lieutenant, captain, major, etc.

### **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**

Revised 7/1/13 (JEN). Changed series title from Correctional, Youth or Clinical Security Officer to Correctional Officer.

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

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**CORRECTIONAL, YOUTH, OR CLINICAL SECURITY OFFICER**

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Revised 7/1/02 (DLF). EPS Consolidation Study. Moved all classes into one series. Added clinical security work in a high-risk mental health facility to the lower four classes. Changed series title from Correctional or Security Services Officer to Correctional, Youth or Clinical Security Officer. Published as proposed 5/8/02.

Effective 3/1/96 (DLF). Added Youth Service's use of all levels. Published as proposed 1/15/96.

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

Revised 4/17/91. Changed pay grades on all correctional officers (A8700-06,8715).

Revised 10/1/87. Changed class code and title on Forensic Security Officer (A8715).

Revised 7/1/87. Changed entrance requirements on all correctional officers (A8702-06).

Created 7/1/87. Correctional Intern and Correctional Officer A (A8700-01).

Revised 3/12/81. Changed entrance requirements and deleted options, Correctional Technicians, Specialists, Supervisors, and Managers (A8703-06).

Created 7/1/77. Forensic Security Officer (A8715).

Created 1/1/75. Youth Service Worker A/B (A8507-08). Correctional Officer B through Manager classes (A8702-06).

**SUMMARY OF FACTOR RATINGS**

Class Level*	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
<del>Correctional Off, Youth, or Clinical Security Intern</del>	na	na	na	na
<del>Correc<del>tional</del>, Youth, or Clinical Security Off I</del>	Operational	Patterned	Restrain	Indiv. Contributor
<del>Correc<del>tional</del>, Youth, or Clinical Security Off II</del>	Operational	Patterned	Restrain	Work Leader
<del>Correc<del>tional</del> Off, Youth, or Clinical Security Specialist III</del>	Process	Patterned	Clarify & Restrain	Indiv. Contributor
<del>Correc<del>tional</del> Off, Youth, or Clinical Security Supv III</del>	Operational	Patterned	Restrain	Unit Supervisor
Corr/Youth Security Off IV	Process	Patterned	Clarify or Restrain	Staff Authority, Unit Supervisor, or Manager
Corr/Youth Security Off V	Process or Interpretive	Formulative	Clarify or Restrain	Manager or Senior Manager

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ISSUING AUTHORITY: Colorado Department of Personnel & Administration