

JOB DESCRIPTION

Reference Job #CR-05

Ministry: Attorney General
Branch: Corrections, BCCW
Location: Burnaby

Working Title:
Level:
NOC Code:

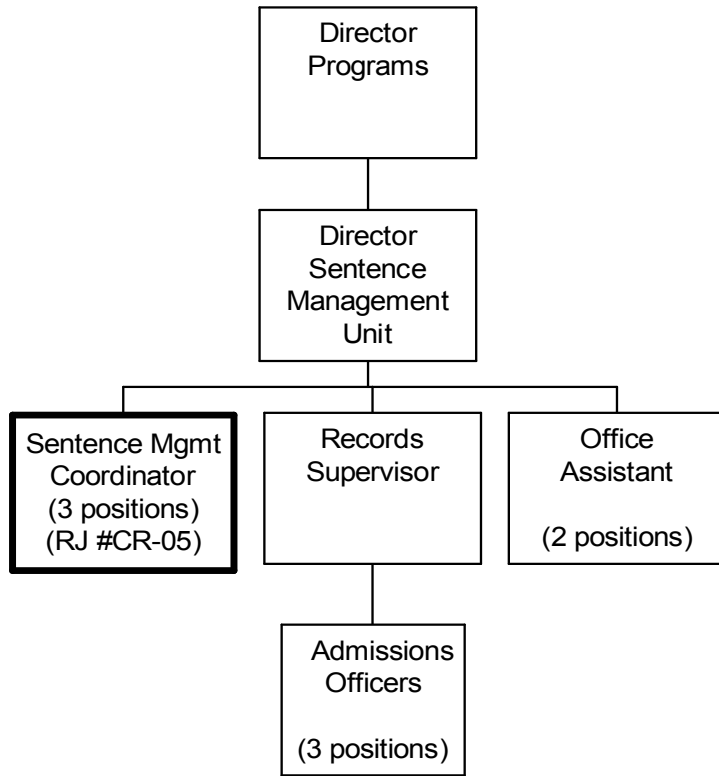
Sentence Management Coordinator
Range 21
6462

PRIMARY FUNCTION

To classify inmates to a level of control, care, custody and program and to provide case management duties in a secure adult institution (Burnaby Correctional Centre for Women).

JOB DUTIES AND TASKS

1. Classifies inmates to the appropriate level of control, care, custody and program.
 - a. interviews the inmates, examines and assesses all inmate risk factors; consults with centre staff and requests psychiatric assessments
 - b. contacts inmates past/current contacts including family and professionals to interpret past behaviours, treatment needs and outstanding issues
 - c. determines placement of inmates into open or secure centre
 - d. writes a comprehensive Classification Report to director for all admissions
2. Provides case management to enable inmates to make the most effective use of their sentences
 - a. coordinates the case management process
 - b. develops case management plans
 - c. provides case management information and training to staff
 - d. assigns case management files to corrections staff
 - e. monitors reports from case managers and modifies sentence plans as required
 - f. completes Community Assessments
 - g. maintains a file of inmates' dates for parole review, psychiatric and psychological assessments, reports, etc.
 - h. advises inmates on accepting realistic goals
3. Performs temporary absence and parole responsibilities
 - a. receives and examines all inmate applications for parole, temporary absence, statutory release, private family visits
 - b. compiles and analyses reports from case managers
 - c. liaises with parole boards, police, probation, community programs
 - d. submits appropriate reports and recommendations to directors and other decision makers
 - e. schedules and attends hearings and panels
 - f. compiles and maintains statistics for each process
 - g. prepares and distributes reports and documents after decision
 - h. looks into alleged temporary absence violations
4. Performs other duties
 - a. responds to emergencies such as attacks , suicide attempts
 - b. applies physical restraint techniques to control inmates when necessary
 - c. transfers federal inmates out-of-province



REASON FOR CLASSIFICATION

Reference Job #CR-05

Job Title: Sentence Management Coordinator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of criminology and corrections to interpret and apply those areas standards to classify inmates to ensure appropriate level of control, care, custody and program.</p>	G	250
2	<p>MENTAL DEMANDS Judgment to modify approaches so they will work with new or changed circumstances or objectives to determine and modify individual classification decisions to ensure appropriate level of control, care, custody and program.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use counselling skills to interview inmates to assess appropriate classification and advise them on accepting realistic goals.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control inmates when necessary.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by corrections policies that allow flexibility in performing work, applies classification standards to ensure the appropriate level of control, care, and custody and program for inmates.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES No financial responsibility.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to organize and maintain own inmates files.</p>	C	15

REASON FOR CLASSIFICATION

Reference Job #CR-05

Job Title: Sentence Management Coordinator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training and instruction on case management to other staff.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure security and safety of inmates and the general public when making classification decisions.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe inmates to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates.	C	12
12	SURROUNDINGS Exposure to frequent involvement with unpredictable institutionalized clients.	C	6
13	HAZARDS Significant exposure to hazards from frequent possibility of physical violence from inmates in a correctional centre.	D	9

Total Points: 751.5

Level: Range 21

JOB DESCRIPTION

Reference Job #CR-06

Ministry: Attorney General
Branch: Corrections, PGRCC
Location: Prince George

Working Title:
Level:
NOC Code:

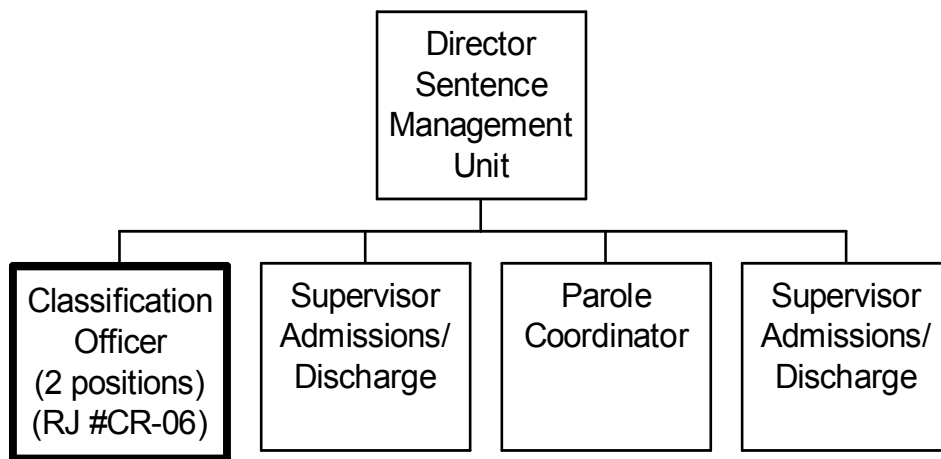
Classification Officer
Range 21
6462

PRIMARY FUNCTION

To classify inmates to an appropriate level of care, control, custody and program in a large secure regional correctional centre (Prince George Regional Correction Centre).

JOB DUTIES AND TASKS

1. Classifies inmates to the appropriate level of care, control, custody and program
 - a. interviews all inmates upon admission to the centre
 - b. contacts inmates past/current contacts including family and professionals to interpret past behaviours, treatment needs and outstanding issues
 - c. explains to inmates their rights, privileges, responsibilities and programs; advises inmates for accepting realistic goals
 - d. examines all documentation for inmate history and behavior records
 - e. assigns inmates to appropriate centres and programs
 - f. writes comprehensive classification reports; organizes and maintains inmate files
 - g. reclassifies inmates when appropriate
2. Develops and monitors sentence plans to ensure inmates make the most effective use of their sentences
 - a. documents information in inmate progress logs
 - b. examines progress logs for sentence plan compliance
 - c. determines appropriate sentence plan
 - d. participates on Temporary Absence and remission panels
3. Coordinates bedload count
 - a. monitors count at centre and satellite locations
 - b. arranges all inmate transfers
4. Prepares progress logs, warrant files, etc. when inmates are discharged or transferred
5. Assists in staff recruitment and training
 - a. provides information and training to new staff on classifying inmates
6. Performs other related duties
 - a. assists in planning, development and co-ordination of centre programs, policies and procedures
 - b. participates in inmate disciplinary hearings
 - c. responds to emergencies such as attacks, suicide attempts
 - d. applies physical restraint techniques to control inmates when necessary



ORGANIZATION CHART

Reference Job #CR-06

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of criminology and corrections to interpret and apply those area's standards to classify inmates to appropriate level of control, custody and program.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify approaches so they will work with new or changed circumstances or objectives to determine and modify individual classification decisions to ensure appropriate level of control, custody and program.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use counselling skills to interview inmates to assess appropriate classification and advise them on accepting realistic goals.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control inmates when necessary.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by correctional policies that allow flexibility in performing work, applies ministry classification standards to ensure the appropriate level of control, care, custody, and program for inmates.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES No financial responsibility.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to organize and maintain own inmate files.</p>	C	15

ORGANIZATION CHART

Reference Job #CR-06

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training and instruction to new recruits on classifying inmates.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure security and safety of inmates and the general public when making classification decisions.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe inmates to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates.	C	12
12	SURROUNDINGS Exposure to frequent involvement with unpredictable inmates.	C	6
13	HAZARDS Significant exposure to hazards from frequent possibility of physical violence from inmates in a correctional centre.	D	9

Total Points: 751.5

Level: Range 21

Ministry: Attorney General
Branch: Corrections
Location: Chilliwack

Working Title:
Level:
NOC Code:

Scheduling and Records Supervisor
Range 21
6462

PRIMARY FUNCTION

To develop, implement and maintain the shift schedule system for three open correctional Forest Camps and supervise the records department and all district callboard staff.

JOB DUTIES AND TASKS

1. Develops and maintains the shift schedule system:
 - a. interprets correction policies and the collective agreement to provide and maintain a district callboard, including developing and implementing the callboard system and the callboard utilization policy for the district
 - b. collects staffing requirements from the district and projects staff utilization for budget input
 - c. prepares shift schedule for regular and auxiliary employees and maintains a four-month projected callboard schedule
 - d. schedules and records all auxiliary hours worked; maintains seniority list and posts quarterly; maintains and authorizes all callboard leave and audit time sheets; prepares district FTE utilization reports and "sick" reports
 - e. conducts performance appraisals on callboard staff in conjunction with on-site supervisors including 28 auxiliary callboard adult employees (19 FTEs)

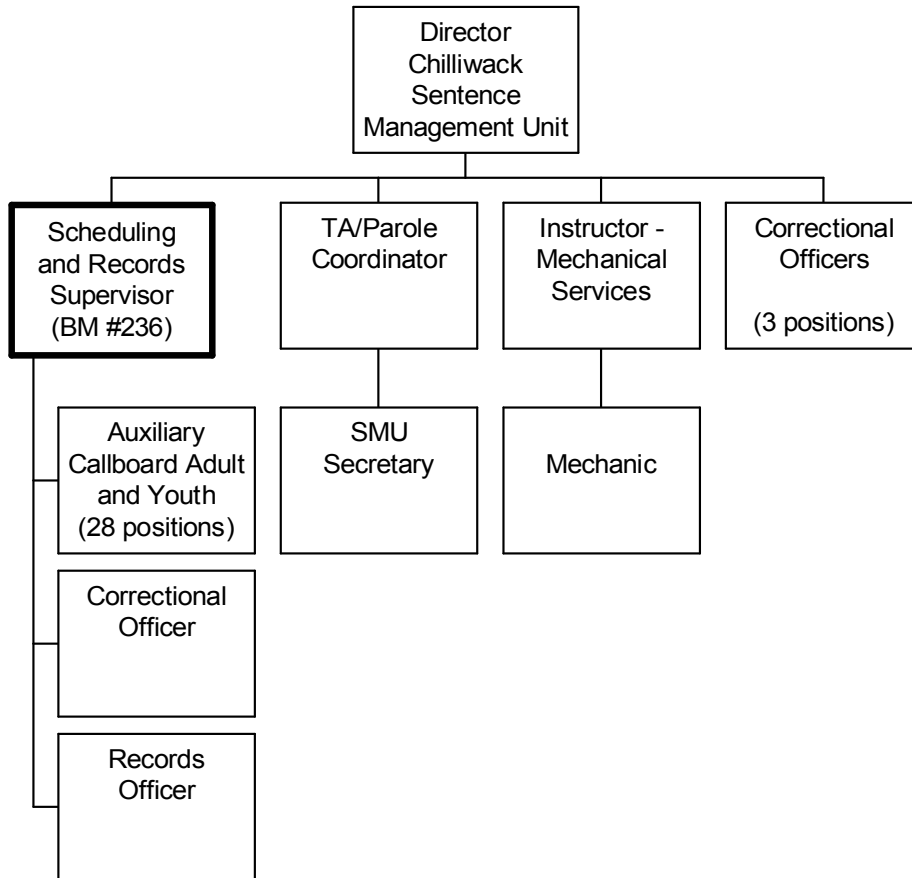
2. Supervises the inmate records system for Chilliwack Forest Camps
 - a. ensures inmate files are securely maintained

3. Performs case management functions:
 - a. reviews and interprets warrants and other documentation to ensure compliance with legislative and branch policies; maintains secure files
 - b. liaises with various justice system agencies, social services, other centres and the public
 - c. interviews all new admissions for assignment to camp and program
 - d. initiates, analyzes and amends sentence plans
 - e. examines, updates and deletes inmate information in computer files
 - f. assists in bedload planning, transfer and early release decisions
 - g. receives, assesses and processes temporary absence (TA) and parole applications in the absence of the TA/Parole Coordinator
 - h. writes and initiates various reports (TA, parole, incident reports, etc.)

4. Performs personnel functions:
 - a. receives and reads job applications, maintains a file of qualified applicants, co-ordinates and participates on hiring panels
 - b. develops, coordinates, conducts and assesses on-site recruit training
 - c. maintains employee personnel files and grants/revokes staff computer system access
 - d. trains, directs, supervises and appraises Records Officer and Correctional Officer (2 FTEs)

5. Performs other functions:
 - a. responds to emergencies and critical incidents applying physical restraint techniques to control inmates when necessary

ORGANIZATION CHART
Benchmark Job #236



ORGANIZATION CHART

Benchmark Job #236

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of corrections to assign inmates to the appropriate camp and program; develop callboard utilization policy for the district; develop and assess on-site recruit training; and administer the callboard and records unit.</p>	G	250
2	<p>MENTAL DEMANDS Using principles of corrections, reviews the work of Correctional Officers who apply analysis and interpretation of inmate behaviour.</p>	F	175
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to supervise employees, appraise work and communicate issues of discipline when needed.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control inmates when responding to critical incidents.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general policies and guidelines, applies accepted work methods in a different way to develop callboard utilization policy for the district; develop on-site recruit training; and assign inmates to the appropriate camp and program.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data (projected staff utilization) for budget input.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to set up and coordinate the district callboard system and supervise inmate records maintenance.</p>	D	22.5

ORGANIZATION CHART
Benchmark Job #236

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise 2 regular employees, appraise employee performance and take disciplinary action (2 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to maintain the safety and security of inmates and the general public by ensuring three correctional camps are sufficiently manned by correctional staff.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense requirement to almost always schedule shifts for three institutions while facing changes in circumstances.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates.	C	12
12	SURROUNDINGS Exposure to regular involvement with unpredictable inmates.	B	4
13	HAZARDS Moderate exposure to hazards from regular exposure to possibility of physical violence from inmates.	C	6

Total Points: 757.5

Level: Range 21

JOB DESCRIPTION

Benchmark Job #156

Ministry: Attorney General
Branch: Corrections VIRCC
Location: Victoria

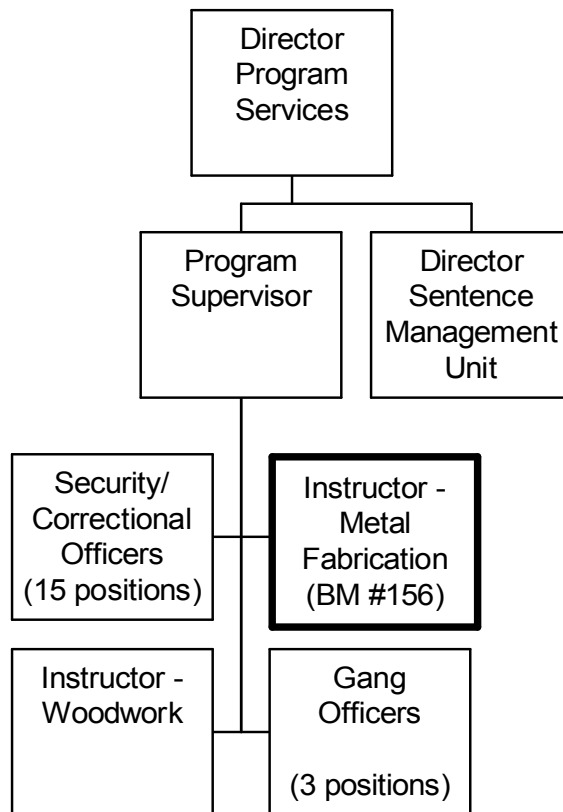
Working Title: **Instructor - Metal Fabrication**
Level: Range 21
NOC Code: 4131

PRIMARY FUNCTION

To operate an industrial shop in a secure setting (Vancouver Island Regional Correctional Centre) including directing and instructing inmates on assigned projects in metal fabrication.

JOB DUTIES AND TASKS

1. Coordinates the Inmate Work Program in metal fabrication
 - a. drafts the yearly business plan considering product market changes and opportunities in the community and estimates profit/loss on operations
 - b. prepares cost estimates for projects to be undertaken
 - c. designs products to be built and directs the production of metal products such as gates, canopies and trailers for sale
 - d. exchanges information with customers regarding design specifications and materials needed
 - e. calculates costs and arranges for the purchase of equipment and materials including metals, welding supplies, gases and abrasives
 - f. schedules when work projects are to be completed
 - g. performs quality assessments of finished products and establishes standards for work
 - h. completes all necessary paperwork including project estimates, program work sheets, inmate pay sheets, order forms, drawings and injury reports
2. Instructs and directs 6 to 8 inmate workers in an industrial shop on assigned projects in metal fabrication
 - a. assigns inmates to project or work stations
 - b. instructs inmates on metal fabrication, use of materials and shop machinery such as lathes, drills, drill press and milling machine
 - c. assists inmates in performing tasks and ensures that inmates use equipment in a safe manner and that tasks are properly understood
 - d. ensures that security requirements are maintained at all times and that correctional rules and regulations are adhered to
 - e. resolves conflicts between inmates in the shop
3. Performs case management duties
 - a. assesses and records inmate work habits, behaviour, performance and progress
 - b. provides feedback to inmates regarding performance and progress
 - c. recommends wage level of each inmate based on the incentive program and available wage scale
 - d. prepares appraisals on inmate performance for remission purposes
4. Performs other related duties
 - a. ensures the maintenance and repairs of shop equipment by others
 - b. identifies equipment requirements and makes requests to management
 - c. exchanges information daily with Program Supervisor regarding completion of projects and reports any unusual situations to appropriate staff
 - d. responds to emergencies and performs first aid if required
 - e. keeps up-to-date files on shop activities and inmate progress
 - f. maintains inventory of shop materials and equipment
 - g. performs welding and machining as required



ORGANIZATION CHART

Benchmark Job #156

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of the metal fabrication trade and analyze, diagnose, interpret and apply trade standards to instruct inmates in the production of gates, canopies and trailers.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of inmate abilities and program requirements and choose an approach using a combination of accepted metal fabrication methods and equipment to provide skills training to inmate workers in a metal fabrication shop, draft yearly business plan and assess progress of inmate workers.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage inmate workers to learn and be productive in a metal fabrication shop.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use precision welding and machining tools in working to close tolerances.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by metal fabrication standards, applies accepted work methods in a different way to instruct and direct inmate workers in the production of metal fabrication products and establish production quality standards.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to draft a business plan, including financial estimates of profit/loss, requiring knowledge of the metal fabrication instruction program and potential markets as well as detailed planning.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control physical assets by ensuring shop equipment is maintained and repaired by others.</p>	D	22.5

ORGANIZATION CHART
Benchmark Job #156

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of 6 to 8 inmate workers (5+ to 10 FTEs).	CE	15
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure safety and security of inmates in a correctional institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe and listen while instructing inmate workers doing different projects in an institution metal shop.	D	18
11	PHYSICAL EFFORT Heavy physical effort to regularly lift, carry, push and pull heavy metal pieces, projects and equipment in welding shop.	E	24
12	SURROUNDINGS Exposure to direct involvement with unpredictable inmates almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always being exposed to the possibility of physical violence from inmates at a correctional centre.	E	12

Total Points: 761

Level: Range 21

JOB DESCRIPTION

Reference Job #CR-04

Ministry: Attorney General
Branch: Corrections MTCC
Location: Mount Thurston

Working Title:
Level:
NOC Code:

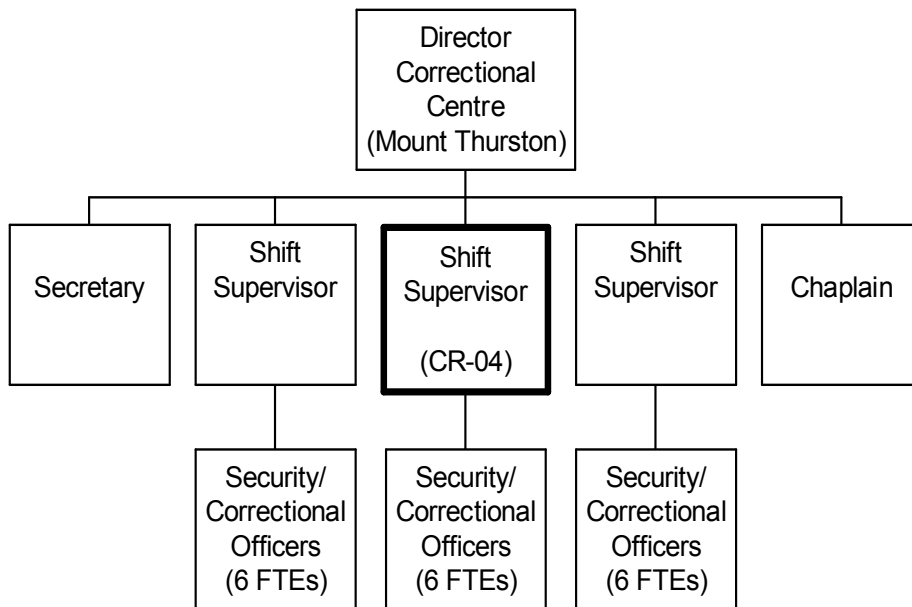
Shift Supervisor (Mt. Thurston)
Range 24
6462

PRIMARY FUNCTION

To maintain the safety and security of inmates and staff during the shift and to oversee inmate programs and activities of an adult open correctional centre (Mount Thurston Correctional Centre).

JOB DUTIES AND TASKS

1. Maintains the safety and security of inmates and staff during the shift
 - a. inspects and monitors all areas of the centre for security, safety and cleanliness
 - b. ensures staff comply with Branch and Centre standards, policies and procedures
 - c. conducts regular searches and daily inspections of all areas of the centre
 - d. ensures that regular and meal counts are conducted
 - e. attends and resolves incidents and conflicts; applies physical restraint techniques to control inmates when necessary
 - f. liaises with WCB and Branch inspectors, various justice system agencies
 - g. monitors and arranges for repairs to building and vehicles
 - h. responds to emergencies, such as attacks, suicide attempts, assesses and determines level of response, debriefs staff, etc.
 - i. conducts investigations regarding inmates and reports to Director
 - j. screens all visitors to the centre
2. Provides supervision to 6 Correctional Officer staff (6 FTEs)
 - a. assigns staff to specific posts and duties
 - b. monitors staff work performance
 - c. participates in recruitment process
 - d. completes staff appraisals annually and discusses discipline issues when needed
 - e. identifies staff training needs
 - f. coordinates and/or conducts training activities
 - g. conducts investigations regarding staff
 - h. attempts to resolve staff complaints and grievances at the first step
 - i. prepares WCB reports, incident reports, escape reports, etc.
 - j. assesses case management work
 - k. authorizes overtime, leave, substitution, etc.
3. Oversees inmate programs and activities during the shift
 - a. organizes and monitors inmate work, leisure, volunteer, contracted services and community work programs
 - b. coordinates and records inmate movements, escorts, incidents, etc.
 - c. maintains good relations with visitors, community groups, media, outside agencies
 - d. assists in planning operational and program priorities, needs, and recommends changes
 - e. admits/discharges inmates after hours
 - f. issues inmates trust funds
 - g. participates in inmate work assignment decisions
 - h. resolves inmate complaints and grievances at first step
 - i. monitors inmate behaviour and takes appropriate disciplinary action
 - j. checks case files to identify high risk/suicidal inmates, and to ensure classification and sentence plan will meet inmates' needs
 - k. consults with psychologists and others to ensure appropriate sentence management planning
 - l. chairs remission and temporary absence (TA) panels; authorizes TA in absence of the director
4. Performs administrative duties
 - a. develops and administers leave management system
 - b. assists in preparation and administration of centre budgets



ORGANIZATION CHART

Reference Job #CR-04

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of criminology to interpret and apply correctional standards to organize programs in a correctional centre as a shift supervisor.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify approaches so they will work with new or changed circumstances to organize programs in an adult open correctional centre as a shift supervisor.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to supervise employees, appraise work and communicate issues of discipline when needed.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control inmates when necessary.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general corrections policies, overall plans, guidelines and technical standards that allow flexibility in performing work or taking actions to organize programs in an adult open correctional centre as a shift supervisor.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize payment of overtime.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to manage the security of physical assets of the institution during shift.</p>	F	43

ORGANIZATION CHART

Reference Job #CR-04

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise Correctional Officers, appraise employee performance and take disciplinary action (6 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to manage a program of staff safety and inmate security in a correctional centre during shift.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe inmates to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates.	C	12
12	SURROUNDINGS Exposure to involvement with unpredictable inmates almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always possibility of physical violence from inmates in a correctional centre.	E	12

Total Points: 825

Level: Range 24

JOB DESCRIPTION

Benchmark Job #225

Ministry: Attorney General
Branch: Corrections, PGRCC
Location: Prince George

Working Title:
Level:
NOC Code:

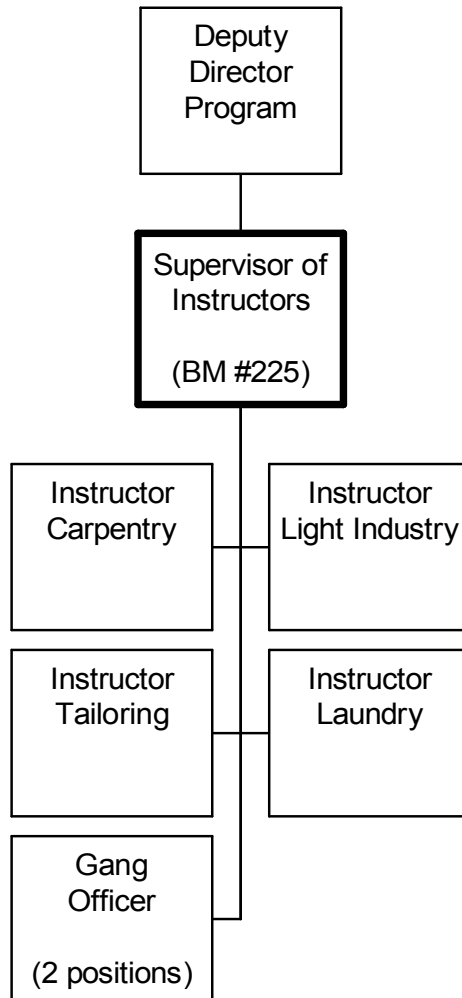
Supervisor of Instructors
Range 24
4131

PRIMARY FUNCTION

To develop and implement community and in-house instructional and work programs for inmates and supervise staff and program instructors in a correction centre

JOB DUTIES AND TASKS

1. Develops and implements community and in-house work programs for inmates in a corrections centre
 - a. arranges for work gang opportunities outside the Centre with government agencies such as Forestry and Parks
 - b. arranges for on-site work programs
 - c. develops programs such as carpentry, light industry, welding, farming, horticulture, tailoring, laundry and building maintenance and prepares program schedules
 - d. ensures that all necessary equipment is available for programs
 - e. evaluates inmate instructional programs and makes changes as required
 - f. monitors inmates and staff to ensure that a safe and secure environment is maintained at all times
 - g. ensures training of staff and inmates in the safe use of machinery and equipment
 - h. provides project cost estimates for budgets
 - i. develops, administers and monitors work programs budget
2. Assigns inmates to work programs
 - a. reviews classification files noting sentence dates, work skills, interest and security level to assign inmates to appropriate work program
 - b. exchanges information with doctors and other medical staff regarding inmates physical condition
 - c. provides pertinent information on inmates to Work Gang Officer and program staff
 - d. provides guidance and direction to inmates
3. Supervises Instructors and Correctional Officers
 - a. schedules and assigns staff to specific duties and responsibilities
 - b. supervises and conducts evaluations on staff
 - c. verifies staff time sheets and leave forms
 - d. consults staff on abilities and conduct of inmates
4. Other related duties
 - a. maintains record of inventory and stock and orders supplies as required
 - b. reconciles inmate accounts and payroll
 - c. responds to emergencies and incidents using restraint techniques if required
 - d. ensures ongoing maintenance and repair of equipment and machinery by others



ORGANIZATION CHART

Benchmark Job #225

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of correctional rehabilitation and adult education to provide community and in-house work and instructional programs for inmates in the areas of carpentry, light industry, welding, tailoring, farming, horticulture, grounds and building maintenance, laundry and community projects.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify inmate instructional approaches in working with the requirements of Corrections and the individual circumstances of inmates to develop community and in-house work and instructional programs for inmates.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control inmates in a correctional centre.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by correctional rehabilitation and adult educational standards, organizes and evaluates inmate instructional programs.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to administer the Work Program budget of \$90,000 through development, control and monitoring.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control physical assets by ensuring all equipment and machinery is maintained and repaired by others.</p>	D	22.5

ORGANIZATION CHART
Benchmark Job #225

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise two correctional officers and four program instructors (more than 5 FTEs) and appraise employee performance.	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure safety and security of inmates at a correctional institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe inmate behaviour in work program situations.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates during altercations.	C	12
12	SURROUNDINGS Exposure to unpleasant dealings with unpredictable inmates in a correctional facility almost always.	D	9
13	HAZARDS High level of exposure to hazards from the almost always exposure to the possibility of violence from inmates in a correction centre.	E	12

Total Points: 845

Level: Range 24

JOB DESCRIPTION

Benchmark Job #237

Ministry: Attorney General
Branch: Corrections, CCCC
Location: Chilliwack

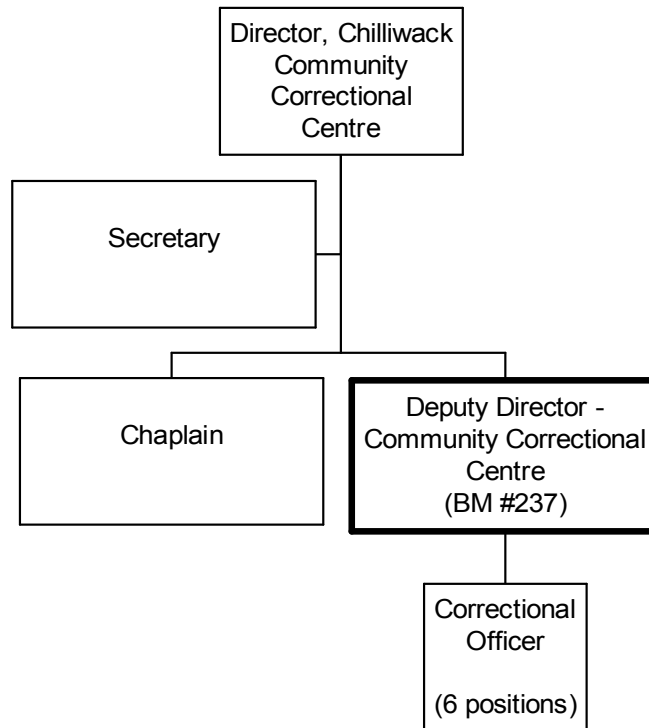
Working Title: **Deputy Director, Chilliwack CCC**
Level: Range 24
NOC Code: 6462

PRIMARY FUNCTION

To supervise the operation of the Chilliwack Community Correctional Centre, maintaining safety, security and discipline and develop, maintain and supervise programs at an adult community correctional centre.

JOB DUTIES AND TASKS

1. Supervises Correctional Officer staff
 - a. administers work schedules
 - b. determines work assignments, assigns duties and tasks, and monitors performance
 - c. schedules leave, verifies travel claims and time sheets and authorizes overtime
 - d. conducts performance appraisals and recommends formal discipline for staff as required
 - e. identifies staff training needs and arranges or conducts staff training
 - f. assesses operational problems and develops local operational policy and procedures
2. Maintains security and safety of the correctional centre
 - a. conducts daily inspections of all areas of the centre, noting any deficiencies and ensuring compliance with all standards and that all safety practices are followed
 - b. plans for, responds to, assesses and handles crisis situations; applies physical restraint techniques to control inmates, when necessary
 - c. responds to emergencies such as attacks, suicide attempts
3. Maintains inmate discipline
 - a. coordinates searches for contraband
 - b. responds to resident requests and complaints
 - c. participates in disciplinary hearings
4. Provides program management functions
 - a. assesses program needs of inmates of the centre
 - b. develops, organizes and assesses rehabilitative, educational and recreational programs for the correctional centre
 - c. recruits, coordinates and orients community volunteers
 - d. monitors food service, substance abuse and power tool safety contracts
 - e. coordinates wood workshop projects and operation; administers budget, orders supplies
 - f. administers temporary absence applications
 - g. conducts community assessments, liaising with various justice system agencies, employers and the public
 - h. participates on Temporary Absence (TA) panels, authorizing them in the absence of the director
5. Performs case management
 - a. develops sentence and release plans
 - b. assesses and recommends changes to initial plan
 - c. monitors progress, counsels and motivates residents who are preparing to re-enter the community
 - d. assesses progress of residents in the community
 - e. completes institutional reports for parole applicants
6. Performs administrative functions
 - a. maintains centre equipment and supply inventory
 - b. chairs boards of enquiry and remission panels
 - c. administers resident wages, shop and hobby funds
 - d. provides cost data and recommendations on correctional centre budget requirements



ORGANIZATION CHART

Benchmark Job #237

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of corrections and interpret and apply those area's standards to develop, implement and supervise all programs as Deputy Director of an adult Community Correctional Centre.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify techniques and methods so they will work with new or changed circumstances or objectives to develop rehabilitative programs and local operational policy as Deputy Director of a community correctional centre.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to appraise and discuss employee performance problems; and to assess and motivate inmates who are preparing for re-entry to the community.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control inmates when responding to critical incidents.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by correction's policies, plans, guidelines and standards, evaluate operational problems and develop local procedures and policy to evaluate, plan and organize rehabilitative, educational and recreational programs in a community correctional centre as Deputy Director.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data for budget planning.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to train Correctional Officers on the use of security systems.</p>	E	33

ORGANIZATION CHART
Benchmark Job #237

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise Correctional Officers, appraise employee performance and initiate disciplinary action. (6 FTEs)	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to manage a program of staff safety and inmate security.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe inmates to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates.	C	12
12	SURROUNDINGS Exposure to frequent unpleasant dealings with inmates.	C	6
13	HAZARDS Significant exposure to hazards from frequent exposure to possibility of physical violence from inmates.	D	9

Total Points: 849

Level: Range 24

Ministry: Attorney General
Branch: Corrections, LYCC
Location: Campbell River

Working Title:
Level:
NOC Code:

Deputy Director (Lakeview)
Range 27
6462

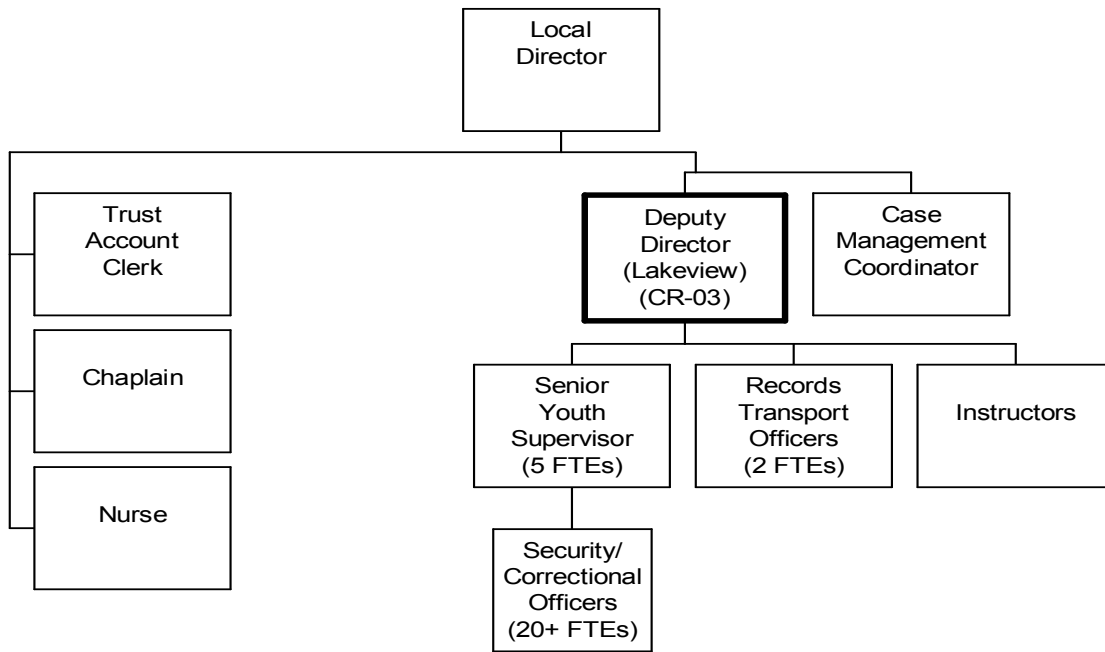
PRIMARY FUNCTION

To oversee the operation and administration of a youth custody centre (Lakeview Youth Custody Centre).

JOB DUTIES AND TASKS

1. Maintains security and safety of centre
 - a. formulates and recommends security policy for institution
 - b. monitors security and safety practices of staff; trains staff in centre's security systems
 - c. ensures integrity and maintenance of security equipment
 - d. conducts daily inspections of all areas of the centre
 - e. schedules and monitor facility repairs and construction
 - f. responds to emergencies such as attacks, suicide attempts; applies physical restraint techniques to control youth residents when necessary
 - g. defuses critical incidents and counsels youth residents as required
2. Develops programs for youth residents
 - a. assesses resident's program needs
 - b. develops, organizes and assesses rehabilitative, educational and recreational programs for the youth custody centre
3. Schedules work assignments
 - a. develops and monitors scheduling and leave policy
 - b. develops and post annual shift schedule
 - c. schedules leave request for approval of Local Director
 - d. authorizes overtime within prescribed guidelines
4. Directs and supervises over 28 staff
 - a. determines work to be done
 - b. assigns duties and tasks
 - c. monitors work performance, provides direction and correction
 - d. conducts staff performance appraisals; discusses disciplinary issues with staff
 - e. recommends formal discipline as required
 - f. recruits, interviews and hires staff
 - g. identifies staff training needs, develops and conducts training
5. Performs administrative functions
 - a. provides cost data for the development of the centre's budget proposals
 - b. liaises with various justice system agencies, social services, community groups, other centres and the public
 - c. maintains vehicle fleet, including authorizing repairs and recommending replacement
 - d. chairs joint health and safety meetings
 - e. performs function of commissioner for taking oaths and affidavits

ORGANIZATION CHART
Reference Job #CR-03



ORGANIZATION CHART

Reference Job #CR-03

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of youth corrections to develop rehabilitative programs for youth as Deputy Director.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify techniques and methods so they will work with new or changed circumstances or objectives to plan and organize programs in a youth custody centre.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to supervise employees, appraise work and communicate issues of discipline when needed.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control young offenders when necessary.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by correctional policies and standards, plans and organizes programs and activities in a youth custody centre.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data requiring program knowledge for budget development.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to formulate and recommend security policy for institution to Local Director and train staff in security systems.</p>	E	33

ORGANIZATION CHART

Reference Job #CR-03

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise employee performance and take disciplinary action (28+ FTEs).	DI	27
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to manage a program of staff safety and inmate security in a correctional centre.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe inmates to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates.	C	12
12	SURROUNDINGS Exposure to frequent involvement with unpredictable young offenders.	C	6
13	HAZARDS Significant exposure to hazards from frequent possibility of physical violence from young offenders.	D	9

Total Points: 885

Level: Range 27

Ministry: Attorney General
Branch: Corrections NCC
Location: Nanaimo

Working Title:
Level:
NOC Code:

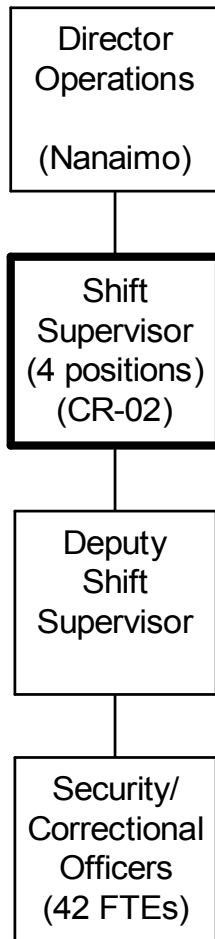
Shift Supervisor (Nanaimo)
Range 27
6462

PRIMARY FUNCTION

To maintain the safety and security of inmate and staff during the shift and to oversee inmate programs and activities of a large, secure regional correctional centre (Nanaimo Correctional Centre).

JOB DUTIES AND TASKS

1. Maintains the safety and security of inmates and staff during the shift
 - a. inspects and monitors all areas of the Centre for security, safety and cleanliness
 - b. ensures staff comply with Branch and Centre standards, policies and procedures
 - c. conducts regular searches and daily inspections of all areas of the centre
 - d. ensures that regular and meal counts are conducted
 - e. prepares reports of incidents, actions, conflicts; applies physical restraint techniques to control inmates when necessary
 - f. liaises with WCB and Branch inspectors
 - g. monitors and arranges for repairs to building and vehicles
 - h. responds to emergencies such as attacks, suicide attempts, assesses and determines level of response, debriefs staff, etc.
 - i. conducts investigations regarding inmates and reports to Director
 - j. screens all visitors to the centre
2. Provides supervision to Correctional Officer staff (10+ FTEs)
 - a. assigns staff to specific posts and duties
 - b. monitors staff work performance
 - c. participates in recruitment process, promotional panels
 - d. completes staff appraisals annually
 - e. identifies staff training needs
 - f. coordinates and/or conducts training activities
 - g. conducts investigations regarding staff and reports to Director
 - h. authorizes overtime, leave, substitution, etc.
 - i. prepares WCB reports, incident reports, escape reports, etc.
 - j. initiates and takes disciplinary action
3. Oversees inmate programs and activities during the shift
 - a. schedules and monitors inmate programs and activities
 - b. coordinates and records inmate movements, escorts, incidents, etc.
 - c. maintains good relations with visitors, community groups, media, outside agencies
 - d. assists in planning operational and program priorities, needs, and recommends changes
 - e. admits/discharges inmates after hours, including intermittents
 - f. distributes medications to inmates in absence of nurse
 - g. issues inmates trust funds, audits canteen cash, etc.
 - h. ensures safety of monies after hours
 - i. calculates and collects fine payments
 - j. participates in inmate work assignment decisions



ORGANIZATION CHART

Reference Job #CR-02

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of corrections administration to adapt responses during critical incidents in a large secure regional corrections centre as a shift supervisor.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify techniques and methods to deal with critical incidents in a regional corrections centre as a shift supervisor.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to supervise employees, appraise work and communicate issues of discipline when needed.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control inmates when necessary.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by correctional policies and standards plans and organizes all functions of a regional correctional centre as shift supervisor.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize payment of overtime claims.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to manage the security of physical assets of the institution during shift.</p>	F	43

ORGANIZATION CHART

Reference Job #CR-02

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise Correctional Officer staff, appraise employee performance and take disciplinary action (10+ FTEs).	DG	23
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to manage a program of staff safety and inmate security in a correctional centre during shift.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe inmates to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates.	C	12
12	SURROUNDINGS Exposure to involvement with unpredictable inmates almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always possibility of physical violence from inmates in a correctional centre.	E	12

Total Points: 897

Level: Range 27

Ministry: Attorney General
Branch: Corrections SPSC
Location: Surrey

Working Title:
Level:
NOC Code:

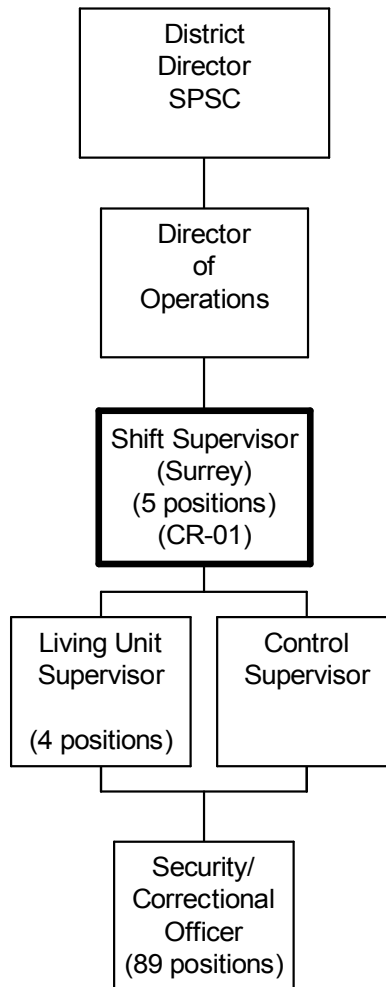
Shift Supervisor (Surrey)
Range 27
6462

PRIMARY FUNCTION

To maintain the safety and security of inmates and staff during the shift and to oversee inmate programs and activities of a large secure regional correctional centre (Surrey Pretrial Services Centre).

JOB DUTIES AND TASKS

1. Maintains the safety and security of inmates and staff during the shift
 - a. inspects and monitors all areas of the Centre for security, safety and cleanliness
 - b. ensures staff comply with Branch and Centre standards, policies and procedures
 - c. conducts regular searches and daily inspections of all areas of the centre
 - d. ensures that regular and meal counts are conducted
 - e. prepares reports of incidents, actions, conflicts; applies physical restraint techniques to control inmates when necessary
 - f. liaises with WCB and Branch inspectors
 - g. monitors and arranges for repairs to building and vehicles
 - h. responds to emergencies such as attacks, suicide attempts, assesses, determines level of response, debriefs staff, etc.
 - i. conducts investigations regarding inmates and reports to Director
 - j. authorizes visitors to the centre
2. Provides supervision to over 20 Correctional Officer staff
 - a. assigns staff to specific posts and duties
 - b. monitors staff work performance
 - c. participates in recruitment process, promotional panels
 - d. completes staff appraisals annually
 - e. identifies staff training needs
 - f. coordinates and/or conducts training activities
 - g. conducts investigations regarding staff and reports to Director
 - h. authorizes overtime, and verifies leave, substitution, etc. in routine situations within prescribed limits
 - i. prepares WCB reports, incident reports, escape reports, etc.
 - j. initiates and takes disciplinary action
3. Oversees inmate programs and activities during the shift
 - a. schedules and monitors inmate programs and activities
 - b. coordinates and records inmate movements, escorts, etc.
 - c. participates in inmate work assignment decisions
 - d. conducts inmate disciplinary hearings
 - e. chairs remission award panels
 - f. maintains good relations with visitors, community groups, media, outside agencies
 - g. assists in planning operational and program priorities, needs, and recommends changes
 - h. admits/discharges inmates after hours, including intermittents
 - i. receives monies for inmate trust accounts
 - j. ensures safety of monies after hours
 - k. calculates and collects fine payments



ORGANIZATION CHART

Reference Job #CR-01

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of corrections administration to adapt responses during critical incidents in a large secure regional corrections centre as a shift supervisor.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify techniques and methods to deal with critical incidents in a remand centre as a shift supervisor.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to supervise employees, appraise work and communicate issues of discipline when needed.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity to apply physical restraint techniques to control inmates when necessary.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by correctional policies and standards, plans and organizes all functions of a regional correctional centre as a shift supervisor.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize payment of overtime claims.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to manage the security of physical assets of the correctional centre during the shift.</p>	F	43

ORGANIZATION CHART

Reference Job #CR-01

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise Correctional Officer staff, appraise employee performance and take disciplinary action (20+ FTEs).	DI	27
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to manage a program of staff safety and inmate security in a correctional centre during shift.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe inmates to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates.	C	12
12	SURROUNDINGS Exposure to involvement with unpredictable inmates almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always possibility of physical violence from inmates in a correctional centre.	E	12

Total Points: 901

Level: Range 27