

Position: **Benchmark Job #236**

Ministry: Attorney General

Working Title: **Scheduling and Records Supervisor**

Branch: Corrections

Level: Range 21

Location: Chilliwack

NOC Code: 6462

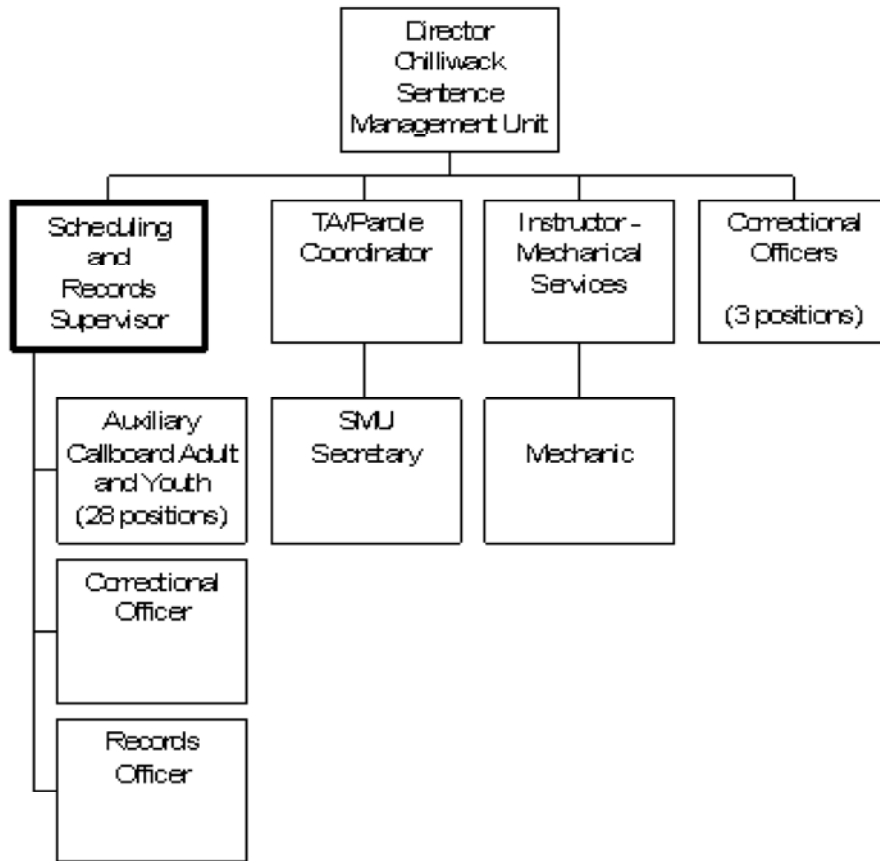
## PRIMARY FUNCTION

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



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>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><b>MENTAL DEMANDS</b></p> <p>Using principles of corrections, reviews the work of Correctional Officers who apply analysis and interpretation of inmate behaviour.</p>	F	175
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b></p>	D	45

	Persuasion required to use basic counselling skills to supervise employees, appraise work and communicate issues of discipline when needed.		
4	<b>PHYSICAL COORDINATION AND DEXTERITY</b>  Significant coordination and dexterity required to apply physical restraint techniques to control inmates when responding to critical incidents.	D	22.5
5	<b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>  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.	E	120
6	<b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>  Moderate financial responsibility to provide cost data (projected staff utilization) for budget input.	D	22.5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to set up and coordinate the district callboard system and supervise inmate records maintenance.	D	22.5
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise 2 regular employees, appraise employee performance and take disciplinary action (2 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> 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	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Intense requirement to almost always schedule shifts for three institutions while facing changes in circumstances.	D	18
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to occasionally restrain inmates.	C	12
12	<b>SURROUNDINGS</b> Exposure to regular involvement with unpredictable inmates.	B	4
13	<b>HAZARDS</b> Moderate exposure to hazards from regular exposure to possibility of physical violence from inmates.	C	6

Total Points: 757.5

Level: Range 21