

RESOLUTION #2015-021

**AMENDMENT TO CAROLINE COUNTY
PERSONNEL RULES AND REGULATIONS**

Class Specification for Caroline County Department of Corrections

WHEREAS:

The Caroline County Office of Human Resources has proposed the following amendment, which creates the Caroline County Job/Class Specifications for a position within Caroline County Department of Corrections and recommends its adoption by the County Commissioners.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE COUNTY COMMISSIONERS OF CAROLINE COUNTY, MARYLAND, that the following changes to the Caroline County Personnel Rules and Regulations are authorized and approved:

Community Service Coordinator (Contractual) (new class specification incorporated herein by reference) is created, and because the position is grant funded and contractual, it is not assigned to a Grade on the County General or Public Safety Payscale;

ADOPTED/EFFECTIVE: July 14, 2015

ATTEST:

**COUNTY COMMISSIONERS OF
CAROLINE COUNTY, MARYLAND**

Sara B. Visintainer, Chief of Staff

Larry C. Porter, President

(SEAL)

Wilbur Levensgood Jr., Vice President

Daniel J. Franklin, Commissioner

CAROLINE COUNTY JOB SPECIFICATION

CLASS TITLE: Community Service Coordinator (Contractual)

DEPARTMENTAL OVERVIEW: Caroline County Detention Center

The Caroline County Detention Center ensures the safety of the public by detaining pre-trial and adjudicated inmates in a safe, secure, and humane environment. It is a 125-bed facility situated on the Choptank River, and located in the Denton Historic District. In addition to traditional incarceration, the Detention Center operates a strong community corrections program which includes community service, home detention, work release, and partnerships with allied County and State agencies.

POSITION OVERVIEW:

The Community Service Coordinator oversees individuals assigned by the Courts to perform community service. The Coordinator receives lists of individuals assigned to community service through the judicial system, normally the Department Parole and Probation, Denton Field Office (District Court Multi-Service Center, 207 South 3rd Street).

The Coordinator manages community service program operations including developing and maintaining work sites/projects, scheduling community service activities, monitoring progress, maintaining timesheets/logs of service performed, reporting progress/completion to the Department of Parole and Probation, reporting failures to report or complete assigned work, submitting all reports required by the grant from the Governor's Office of Crime Control and Prevention (GOCCP), submitting the annual grant application to GOCCP, coordinating services with other stakeholders, and routinely reporting to the Detention Center command staff and/or the Classification Officer.

This position is a part-time, hourly contractual position with no benefits.

EMERGENCY OPERATIONS:

This position is considered "support" when County Offices are closed, i.e. not normally required to report for emergency operations.

PERFORMANCE EVALUATION:

Performance will be evaluated periodically in accordance with the County's Personnel Rules and Regulations and guided by mutually-agreed upon work goals established by the employee and the employee's supervisor. The normal probationary period for the position is six (6) months; however, this may be extended.

CAREER PATH:

The Community Service Coordinator is a contractual, part-time, grant-funded position. The position is not a uniformed Corrections Officer nor is the position in the formal line of command. The Coordinator is a member of the Detention Center administrative staff team.

EXAMPLES OF WORK:

1. Supervise the community service program.
2. Meet with stakeholders as required.
3. Receive community service assignments from the Department of Parole and Probation.
4. Schedule community service activities/hours for assigned persons.
5. Report progress and completion of community service.
6. Conduct work site visits as required.
7. Submit all reports required by the GOCCP, the Courts, the Detention Center, and other stakeholders.
8. Develop and maintain community service opportunities in a manner both fair and equitable to the wide range of local governments and nonprofits.
9. Monitor the program for grant compliance.
10. Participate in program audits as needed.
11. Report failures to report and/or failures to complete community service as assigned.
12. Complete and submit the annual grant application.
13. Safely operate a County fleet vehicle to transport tools and equipment to job sites.
14. Maintain an inventory of all tools and equipment.
15. Promptly report any accidents or incidents following County procedures.
16. Work under the direct supervision of the Classification Officer.
17. Comply with all County Personnel Rules and Regulations.
18. Other duties as directed.

SPECIAL ASSIGNMENTS:

Not applicable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Detention Center facility policies and operational procedures.
2. Demonstrate knowledge of community service, grant writing, and grant administration.
3. Ability to successfully deal with persons assigned to community service, Detention Center staff, other professional persons, and the public;
4. Possess good written and oral communications skills;
5. Ability to work effectively with limited direct supervision;
6. Ability to work variable hours and days including weekends and evenings;

7. Working knowledge of the judicial system, community service, community nonprofits and local governments.
8. Ability to organize work/service projects.
9. Possess other skills necessary for successful program operations.
10. Possess and exercise sound judgment.
11. This list of functions, duties, responsibilities and skills is not intended to be all-inclusive. The employer reserves the right to assign additional functions and responsibilities as deemed necessary.

ESSENTIAL FUNCTIONS:

1. Read regular-size print (Times New Roman 12-point); have night vision; vision correction devices are acceptable; see in low light or detect difficult-to-see objects such as pipes in the ground;
2. Hear the normally spoken word at 15 feet (may be enhanced with a hearing aid);
3. Demonstrate a normal sense of smell;
4. Speak clearly and concisely to communicate with public and staff;
5. Lift, pull, push and carry 25 pounds;
6. Walk one mile without stopping;
7. Sit for period in excess of one hour;
8. Climb stairs;
9. Bend to pick up or work on items;
10. Safely operate a County fleet vehicle;
11. Kneel for period of 15 minutes;
12. Determine if an item is slippery; grasp items;
13. Read and understand work and mathematical problems;
14. Work out of doors in inclement weather (Work may be performed both indoors and outside in a variety of environmental conditions.)

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Four-Year College Degree, preferably in Criminal Justice, Human Sciences, or related academic discipline obtained from an accredited college or university.

OR

Two-Year College Degree, preferably in Criminal Justice, Human Sciences, or related academic discipline obtained from an accredited college or university, and two years of experience in a management/supervisory position directly overseeing the work of employees or volunteers.

OR

A High School Diploma and five years of experience in a management/supervisory position directly overseeing the work of employees or volunteers.

REQUIRED LICENSES AND CERTIFICATIONS:

Current valid driver's license.

CONDITIONS OF EMPLOYMENT:

Substance Abuse Test: Must pass a pre-employment urinalysis test for designated controlled dangerous substances.

Criminal Background Check: Must pass a Criminal Background Check as defined in Chapter 1 of the Caroline County Personnel Rules and Regulations.

Essential Functions: Must be able to execute the "Essential Functions" listed in this Class Specification at the time of hire and while employed in this class series, unless a request for accommodation under the Americans with Disabilities Act is received and granted.

Driving Record: May have no more than four (4) points on driving record at the time of hire and while employed in this class series.

Personnel Rules and Regulations: Must comply with the terms of the Caroline County Personnel Rules and Regulations, including the Substance Abuse Policy, while employed in this class series.

DESIRABLE ADDITIONAL QUALIFICATIONS:

Experience writing and administering grants.

Experience supervising a community service program.

Experience in parole, probation, and corrections.