

Oklahoma Department of Corrections
Unclassified Job Descriptor

ADMINISTRATOR OF CLASSIFICATION AND POPULATION
(Administrator II)

Basic Purpose:

Positions in this job are responsible for directing and coordinating the overall operations of the department's systems for inmate reception, central transportation, classification and case management, programs, and offender sentence administration and records management.

Typical Functions:

- Establishes direction and guidelines for the department's inmate classification system, program development and delivery, and offender sentence administration; ensures development, implementation, and application of the policies and procedures for assigned areas.
- Provides direction to the department's central transportation and inmate assessment and reception units.
- Manages the department's inmate population by ensuring proper classification and placement of inmates according to available resources.
- Serves as liaison to other criminal justice system entities; serves as a public information/relations contact as needed.
- Analyzes and ensures the development and use of appropriate management information reports.
- Manages the budget, staff, and resources for the assigned area(s).

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of management and supervision; of federal and state laws, rules, and regulations pertaining to inmate classification and programs; of sentencing guidelines; of the department's inmate classification system; of inmate programs and program evaluation. Knowledge of, and skill in, the use and application of appropriate information technology. Ability to plan, direct, and coordinate activities of others; to interpret, analyze, and resolve highly complex technical information; to exercise good judgment when evaluating situations and adopting effective courses of action; to organize and present facts and opinions clearly and concisely, both orally and in writing; and to establish and maintain effective working relationships.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and five (5) years professional correctional experience including three (3) years of supervisory experience.

Preferred Qualifications: Master's degree and eight (8) years of professional correctional experience including four (4) years of supervisory experience.