

Oklahoma Department of Corrections
Unclassified Job Descriptor

POPULATION COORDINATOR

Basic Purpose:

Positions in this job are responsible for coordinating and directing the department's offender population management system, to include classification, facility assignment, and offender movement.

Typical Functions:

- Directs and supervises the population office staff and the offender assessment, transfer, and placement process.
- Develops, monitors, and analyzes management information reports on populations, classification, and inmate movement.
- Responsible for oversight of final assessment and offender transfers to and from different security levels for purposes of safety, security, management, and reintegration.
- Monitors and analyzes the agency's offender count, ensuring facilities operate within authorized capacity.
- Manages the budget, staff, and resources of the unit.

Knowledge, Skills, and Abilities:

Ability to plan, direct and coordinate activities of others; to interpret, analyze and resolve complex technical information; to communicate effectively, both orally and in writing; in establishing and maintaining effective working relationships with others; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action. Knowledge of, and skill in the use of, information systems for offender management.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in related field and four (4) years of professional correctional experience including two (2) years in a supervisory capacity; or an equivalent combination of education and experience. No substitution will be allowed for the required 2 years of supervisory experience.

Preferred Qualifications: N/A