
 Corrections and Community Supervision DIRECTIVE	TITLE Functions of the Bureau of Personnel		NO. 2200
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REFERENCES (Include but are not limited to) Directives #2011, 2216; Correction Law §8	APPROVING AUTHORITY 		

- I. **MISSION:** The basic and most important objective of the Bureau of Personnel is to act as an advisor and service entity to the facilities, Regional Offices, as well as Central Office management, in all matters pertaining to personnel administration. In fulfilling this objective, the Bureau recruits, hires, and retains a competent work force to achieve the goals of the Department; prepares classification requests for all positions within the Department; works with the Department of Civil Service in the development and administration of all examinations; analyzes out-of-title work grievances; and as the Commissioner's designee, carries out the centralization of his or her appointing authority by processing all appointments, promotions, and separations of staff throughout the Department.
- II. **ORGANIZATION:** Under the direction of the Deputy Commissioner for Administrative Services, the Director of Personnel supervises seven units: Facility/Field Operations Unit, Central Office Unit, Security Personnel Unit, Classification and Examination Unit, Time and Attendance Audit/Training Unit, Employee Investigation Unit, and Psychological Screening Unit.
- A. Facility/Field Operations Unit: Facility/Field Operations Unit is responsible for the following:
1. Transmitting, explaining, and enforcing personnel policies and procedures, laws, and regulations established by the Department and/or the Department of Civil Service;
 2. Reviewing and approving all personnel transactions submitted by facilities and Community Supervision Regional Offices, with the exception of facility uniform staff promotions and reassignments which are handled by the Security Personnel Unit;
 3. Serving as the primary personnel office for all Community Supervision Regional Offices;
 4. Monitoring and advising employees and supervisors on such matters as appointment mechanisms;
 5. Reviewing all requests for termination/demotion of all facility and Community Supervision Field Operations staff not subject to disciplinary procedures, and conducting meetings with employees terminated on probation;
 6. Overseeing the Workers' Compensation Program and Performance and Probationary Evaluation Program for facility and Community Supervision Field Operations staff;

7. Administering Reduction-In-Force (RIF) reorganizations for civilian and security personnel;
 8. Reviewing all requests for fitness for duty examinations and determining appropriateness of placing facility or Community Supervision Field Operations employees on involuntary sick leave;
 9. Maintaining personnel files for all Community Supervision Regional Office employees; and
 10. Maintaining all reassignment lists and effectuating reassignments for Parole Officers and Senior Parole Officers.
- B. Central Office Unit: This unit is responsible for all Central Office, Community Supervision staff not assigned to Regional Offices, and Parole Board personnel functions including:
1. Recruiting to fill positions and processing all appointments, promotions, reassignments, and separations;
 2. Maintaining the Departmental and decentralized eligible lists for all civilian and non-uniformed security titles, processing all requests for Civil Service eligible lists, and completing the distribution and coding of these lists for the entire Department;
 3. Maintaining all reassignment lists for titles within the Department, except for Correction Officers and supervisory uniform personnel (Sgt., Lt., Capt.) which are handled by the Security Personnel Unit, and Parole Officers and Senior Parole Officers which are handled by the Facility/Field Operations Unit;
 4. Maintaining time records for all Central Office, Parole Board, and Community Supervision Field Operations employees, and Executive Team members;
 5. Maintaining personnel files for all Central Office employees, including all Executive Team members, all Parole Board employees, and Facility Executive Team members;
 6. Overseeing the Department's Central Office and Community Supervision Field Operations Attendance Control Program;
 7. Administering the Health and Dental Insurance Program for all Central Office, Parole Board, and Community Supervision Field Operations employees, and all new Correction Officer and Parole Officer recruits;
 8. Overseeing the Performance and Probationary Evaluation Programs and the Workers' Compensation Programs for all Central Office and Parole Board employees;
 9. Reviewing all requests for termination/demotion of all Central Office and Parole Board employees not subject to disciplinary procedures;
 10. Reviewing all requests for fitness for duty examinations and determining appropriateness of placing Central Office or Parole Board employees on involuntary sick leave; and
 11. Distributing retirement packages (letter, certificate, and if applicable, a retirement badge) to all eligible employees.

- C. Security Personnel Unit: The Security Personnel Unit is responsible for:
1. Administering personnel related functions pertaining to Correction Officer Trainees in the Department's Training Academy, such as Workers' Compensation, leaves, and terminations;
 2. Reassigning Correction Officer Trainees to facilities for both on-the-job training and the initial permanent Correction Officer assignments;
 3. Maintaining reassignment lists for Correction Officers and supervisory security personnel (Sgt., Lt., Capt.), as well as the coordination of promotions. This includes maintaining decentralized lists and reinstatements for security personnel;
 4. Processing all Security Employee Status Change forms for reassignments, reinstatements, and promotions;
 5. Classifying all uniformed security titles; and
 6. Carrying out Statewide Correction Officer recruitment which is dictated by the manpower needs of the Department.
- D. Classification and Examination Unit: The Classification and Examination Unit is responsible for:
1. Requesting position classifications through the Department of Civil Service, including the establishment of minimum qualifications, allocating salaries, determining the jurisdictional class of positions, and the development and implementation of Statewide facility standard staffing patterns;
 2. Acting as the Department's liaison with the Department of Civil Service with respect to examination development, acting independently in holding a limited number of examinations on a decentralized basis, and carrying out recruitment campaigns as needed;
 3. Reviewing and analyzing out-of-title work grievances filed by both civilian and security staff; and
 4. Preparing requests for increased hiring rates and salary differentials.
- E. Time and Attendance Audit/Training Unit: The Time and Attendance Audit/Training Unit is responsible for:
1. Overseeing the Department's Attendance Control Program, including conducting time and attendance audits of facilities and following up on any time and attendance problems;
 2. Overseeing the Department's statewide management and training of the Leave & Accruals Tracking System (LATS);
 3. Scheduling and coordinating the follow up time and attendance audits, which are conducted by two Deputy Superintendents for Administration from within the HUB of the facility being audited;
 4. Developing curriculum for various training initiatives established at the direction of the Director of Personnel;
 5. Coordinating and providing training as it pertains to the area of personnel to both Central Office and facility staff; and
 6. Reviewing all non-competitive and exempt class employee holds to ensure that leave extension requests are submitted to the Civil Service Commission in a timely manner.

- F. Employee Investigation Unit: The Employee Investigation Unit is responsible for:
1. Maintaining and administering the decentralized Correction Officer Trainee/Parole Officer/Parole Officer Trainee/Institutional Safety Officer eligible lists and all designated lists from which candidates are screened, and coordinating the multi-tiered pre-employment process and candidate appointments to the Training Academy in order to maintain an adequate pool of qualified candidates to meet the ongoing hiring needs of the Department;
 2. Conducting thorough background investigations of all Correction Officer Trainee/Parole Officer/Parole Officer Trainee/Institution Safety Officer candidates during pre-employment screening and retaining all investigative files/materials in accordance with Departmental Directive #2011, "Disposition of Departmental Records";
 3. Conducting background checks on all Health Services professional personnel;
 4. Preparing and presenting written disqualification requests to the Department of Civil Service on entry level candidates;
 5. Maintaining all data regarding arrests of Department personnel and making notifications to the Office of Special Investigations, Bureau of Labor Relations, and the Director of Personnel;
 6. Maintaining quality control, tracking, and accountability on all DCJS/FBI fingerprints submitted on all new employees Statewide;
 7. Providing fingerprint training to facility ID Officers; and
 8. Conducting criminal history inquiries in accordance with Departmental Directive #2216, "Fingerprinting/Criminal History Inquiry – New Employees and Contractors."
- G. Psychological Screening Unit: The Psychological Screening Unit is responsible for:
1. Providing pre-employment screenings in order to psychologically qualify or disqualify candidates for the position of Correction Officer Trainee in accordance with Correction Law §8;
 2. Providing pre-employment screenings in order to psychologically qualify or disqualify candidates for the position of Parole Officer/Parole Officer Trainee/Institution Safety Officer;
 3. Acting as the liaison with the awarded contractor for the Psychological Screening Program to ensure that all tests are scored, interviews are scheduled, and reports are written within the time constraints set forth in the contract; and
 4. Coordinating the Independent Advisory Board, which reviews the appeals of psychologically disqualified Correction Officer Trainee/Parole Officer/Parole Officer Trainee/Institution Safety Officer candidates.