

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Correctional Shift Supervisor

**CLASS CODE:** 2335

### GENERAL DESCRIPTION OF DUTIES:

Incumbents supervise Correctional Officers I and II during an assigned shift, brief officers, maintain shift records; initiate security procedures.

### DISTINGUISHING CHARACTERISTICS:

This is the journey-level protective services classification in the Corrections and Legal Series – Corrections Group within the City of St. Louis. Incumbents perform a limited variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for shift activities.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step, and

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

**EXAMPLES OF WORK (Illustrative Only):**

*(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)*

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Reviews and maintains work and personnel records.

Conducts or initiates security inspections and approves head counts.

Coordinates communications with other agencies and services such as social services, medical, substance abuse treatment and security.

Investigates citizen and/or employee complaints.

Ensures adequate supplies are on hand and monitors issuance of supplies and institutional clothes.

Schedules facility tours.

Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Data Utilization:**

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

**Human Interaction:**

Requires the ability to provide first line supervision. Ability to persuade, convince, and train subordinates, detainees and visitors. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

**Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as restraint devices, nightstick, handgun, two-way radio, computer terminal, locks/keys, and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as regulations, activity logs, incident reports, medication records, repair forms, visitor's log, performance evaluations, work schedules, attendance records, personnel policies, technical operating manuals, purchase orders, statutes, procedures, guidelines and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as irate individuals, intimidation, violence, disease, or pathogenic substances.

**Physical Requirements:**

Requires the ability to lift objects up to fifty (50) pounds such as supplies, and push and pull objects up to one hundred pounds (100) such as supply carts. May require the ability to sustain sufficient physical force to restrain or subdue detainees.

Requires the ability to stoop, crouch, balance, climb, bend, twist and run in performing a variety of correctional duties.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of shapes, sounds and odors associated with job-related objects, materials and tasks to recognize objects clearly to observe detainees and sounds and odors to detect irregularities in security and detect contraband.

**EDUCATION AND EXPERIENCE STATEMENT:**

Bachelor's degree in Criminal Justice, Sociology or a related field; plus two (2) years of experience supervising Correctional Officers in a federal, state or local correctional institution or detention facility; or an equivalent combination of education, training and experience.

**SPECIAL REQUIREMENTS:**

Work involves shift, weekend, holiday and mandatory overtime assignments; therefore, candidates must be available for shift work and must provide their availability for shift and weekend assignments on the Availability Section of the Employment Application.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.