

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

ASSIGNMENT COORDINATOR

POSITION CODE: 01530  
Effective: 12/01/2012

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, performs professional work assisting in reviewing approving recommendations regarding the state-wide placement and transfer of inmates between institutions and programs; reviews Meritorious Good Time (MGT) submissions from facilities for timeliness and for Director's approval; reviews and replies to program inquiries from inmates, their family members and others.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews, modifies, denies and approves recommendations concerning the transfer of inmates from one institution to another; reviews, modifies, denies and approves inmate security and classification; assigns final security status for maximum, medium or minimum security risk.
2. Screens all community correctional center packets and electronic detention packets to determine if applicants meet established criteria; designates receiving center if approved and establishes special notification if applicable; certifies proper notifications have been made to proper officials regarding approval; coordinates transfers to these facilities certifying beds are maintained at capacity.
3. Coordinates information regarding inmates to be admitted with delivering counties; coordinates gang intelligence with operations assistants; reviews placement of inmates processed through Reception and Classification Centers; reviews, modifies, denies and approves placement or classification as appropriate; screens inmates for participation in the Impact Incarceration Program to determine eligibility, appropriateness and final placement; reviews reclassification submitted to Transfer Coordinator's Office.
4. Reviews Meritorious Good Time (MGT) and Supplemental Meritorious Good Time (SMGT) for Director's approval; certifies that meritorious good time is reviewed in a timely manner; maintains contact with institutional staff to ensure MGT/SMGT requests are submitted on a regular basis per statute and policy.
5. Reviews and responds to written, telephone and in-person inquiries and requests from inmates, inmates' family members, attorneys, governmental officials and Department administrators regarding meritorious good time, transfers, Keep Separate From (KSF) lists and other issues.

## ASSIGNMENT COORDINATOR (Continued)

6. Prepares Interstate Corrections Compact packets for purpose of offender exchange with other states; prepares offender information packets in compliance with International Prisoner Transfer Program; prepares individual offender information overviews as requested; prepares statistical reports of offender populations/waitlists for programs such as Adult Transitional Centers, Electronic Detention, Impact Incarceration or others as requested.
7. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a master's degree in one of the behavioral sciences.

Requires two years of professional experience in an adult correctional facility or related field.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of the principles and policies of the Department of Corrections.

Requires working knowledge of administrative practices and techniques.

Requires working knowledge of the functions of state government and the character of relationships between departments and between state and other levels of government.

Requires understanding of the social values, attitudes and psychology of criminal offenders.

Requires ability to formulate and implement policies and procedures as they relate to the rehabilitation of adult offenders.

Requires ability to make comprehensive reports in both individual case situations and programs.

Requires ability to understand professional objectives and directives as they relate to the clinical rehabilitative efforts of the various institutions.