

Working Title	Name
Correctional Program Analyst	Vacant

Position Number new position # required	Reports to Position No., Class & Level Manager 2	Division, Branch/Unit Correctional Programs and Services Branch	Ministry Public Security and Emergency Services
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Present Class Correctional Service Worker	Requested Class Program Services 4
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Manager in Programs and Services, this position is central to the analysis, evaluation, and implementation of programs within Alberta's Correctional Services Division. The Analyst will support the department's mandate of facilitating effective case management, program delivery, supervision, and rehabilitation of correctional services involved adults and youth by promoting continuous quality improvement through communication and consultation with Senior Managers on emerging evidence-based best practices.

This position provides support to correctional programming by developing, implementing and monitoring policies and processes that relate to ongoing quality and consistency in program delivery throughout the Correctional Services Division. This position will regularly liaise with working groups of branch managers, supervisors and frontline staff for program development and implementation strategies, as well as the development and monitoring of program standards.

The position coordinates and completes Ministry briefing materials, represents the Correctional Services Division on various committees and working groups. It will ensure the Ministry is provided with current and reliable information regarding emerging correctional practices and trends that may affect operational practices that potentially require new policy development and project management.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

(1) Collaborating with divisional leaders and relevant stakeholders as it relates to Ministry initiatives and accountabilities.

- Providing expertise, guidance and assistance in relation to best practice models for adult and youth client programming to senior and executive managers throughout the division.
- Researching and providing recommendations on key initiatives, programs and policy direction for the division.
- In recommending new initiatives, the Analyst will have developed and evaluated the associated resource and other requirements or implications associated to the policy or program change.
- Managing relationships with key stakeholders and staff including Executive Directors, Head Office, Directors, other departments, agencies and community groups.
- Developing and maintaining effective working relationships with external stakeholders.
- Ensuring the Manager, the Director, and the Executive Director of the Correctional Programs and Services Branch are kept informed of matters that are, or may become, matters of public or Ministerial interest.
- Supporting senior management by researching and providing accurate and timely correspondence, briefing materials and advice.

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- Participating in the response and resolution of complaints and inquiries with respect to correctional programs and services. This specific responsibility ensures that divisional operations continue to operate as an integral element of a larger criminal justice process. Through partnerships with other branches, government departments, agencies, stakeholders and individuals, Correctional Services is accountable for its program and service delivery obligations.

(2) Offender Programs are delivered and monitored appropriately by:

- Providing advice in development and implementation of systems and processes rooted in best practices that encourage and monitor quality service delivery including, but not limited to, ensuring that programs are meeting or exceeding its government, department and division vision, values, strategic objectives and policy standards.
- Providing specialized knowledge and assistance to divisional training initiatives by developing, assessing and in some cases assisting in the delivery of employee training which may include working with the Justice and Solicitor General Training Academy.
- Contributing to the effective delivery of:
 - Education Programs
 - Indigenous Programs
 - Chaplaincy Programs
 - Effective Case Management
- Contributing to the effective delivery of conditional release programs.
- Providing support to divisional Fetal Alcohol Spectrum Disorder initiatives and other initiatives that enhance rehabilitation efforts such as trauma-informed practices.

This specific accountability ensures the development and maintenance of strategic initiatives that will enhance program accountability and effectiveness and contribute to the department and division/branch mandate to ensure the safety of individuals and communities and to reduce recidivism.

(3) Contribute to a fair and objective Inmate disciplinary process.

- May assist with coordinating inmate and Correctional Centre disciplinary appeals across the Province and the equitable distribution of disciplinary appeals to independent community Disciplinary Appeal Adjudicators (community lawyers).
- Liaise between external Disciplinary Hearing and Appeal Adjudicators and ensure all Appeal decisions are effectively communicated to Hearing Adjudicators, Correctional Centre Directors and relevant head office staff.
- Understanding of the Behavioural Incident Review policies and processes.
- Provide guidance, advice and troubleshoot issues arising from the independent disciplinary review process.

(4) Preparation of *ad hoc* and other specialized reports to the branch, division heads, field staff, other government departments, and other outside agencies.

- Ensures information is complete, accurate, appropriate, and timely.
- Undertakes project management responsibilities to coordinate, design, gather data, and conduct the analysis of information upon which to base reports.
- Identifies legislative and policy issues and implications and suggest appropriate action in collaboration with stakeholders.
- Provides expert advice and assistance regarding the interpretation and operational impacts of the report findings.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

With the objective of attaining coordinated and effective adult and youth programs that support the department's mandate of facilitating effective supervision and rehabilitation of adult and youth, the position must analyze complex, multi-level issues and balance them with operational functions in order to develop integrated policy recommendations for approval by the department.

This position evaluates programs within the division, identifying gaps and opportunities in line with correctional best practices.

A challenge of this position is to work collaboratively with other branch senior managers when addressing issues in existing programs and services or when suggesting the implementation of a new program or service that may impact operations.

Problem-solving skills are required during program design and implementation to reflect best practices and address emerging issues. This will ensure considerations specific to Alberta are satisfied and that the programs reflect the mandate and priorities of both the Ministry and the Government of Alberta.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Knowledge

- Extensive knowledge of correctional operations, including operational policy and practices.
- University graduation in a related field plus 4 years progressively responsible related experience or equivalent. Minimum Recruitment Standards define the equivalencies that can be considered for recruitment purposes.
- Extensive criminal justice experience in the field of corrections or rehabilitation programming.
- Experience working collaboratively with other Ministries and stakeholders, experience in policy development, program planning and contract management, preferably within a corrections setting.
- Extensive knowledge of and experience in interpreting relevant pieces of legislation.
- Knowledge of applicable research principles and departmental priorities are required in order to contribute to program development.
- Broad knowledge of the Canadian Criminal Justice system, Justice and Court enforcement processes and natural justice.
- Comprehensive knowledge of divisional programs and how legislation and policy informs them.
- Knowledge and understanding of the interests and perspectives of internal and external stakeholders.
- Knowledge and understanding of conditional release programs.
- Knowledge and understanding of Fetal Alcohol Spectrum Disorder (FASD) and strategies for working with affected persons.

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- Knowledge of case management and release planning best practices, including change management principles to support the introduction of new processes into practice.
- Comprehensive knowledge and understanding of trauma informed practices and the impact that trauma has on rehabilitation efforts.
- Knowledge and understanding of addiction and mental health related issues and strategies to ensure protective factors that reduce risk of reoffending.
- Knowledge of Indigenous culture and history (colonization, the residential schooling system, and intergenerational trauma).

Skills

- Effective communication skills (verbal and written), project management skills, interpersonal skills, and proven skills in problem solving, decision making, conflict resolution and mediation, and public relations.
- Strong planning, organizational and analytical skills are essential in order to coordinate projects that require input from all branches within the division and from other stakeholder groups.
- The ability to interact positively with senior level staff, and other government and non-government partners and stakeholders is essential.
- Highly developed conceptual, analytical, problem solving, and decision making skills.
- Excellent ability to be creative, self-directed and think strategically in the development of innovative options to issues and trends.
- Excellent project planning and management skills to design a research study and carry the process through to the end result of knowledge sharing and dissemination.
- Attention to detail and ability to work under the pressure of short time frames is essential

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

<p>Internal</p> <p>Senior Managers including Executive Directors, Head Office and Centre Directors</p> <p>Other Managers (in Head Office, or in the field)</p> <p>Administrators</p> <p>Hearing Adjudicators</p>	<p>Daily/Weekly</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>	<p>This position seeks information and project direction from Executive Directors and regularly communicates with department and division senior managers to collaborate concerning program development and inmate disciplinary process issues.</p> <p>Important information is shared/obtained and divisional results are achieved in a collaborative manner</p> <p>This position interacts with administrators for contract information and guides administrative support</p> <p>Coordination, information sharing, problem solving</p>
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External		
Other correctional jurisdictions	Weekly	Requests for information/assistance are dealt with in a timely/accurate manner. This position works to develop and maintain relationships with FPT and international partners.
Other provincial ministries and partners	Several times a year	Provide advice and recommendations regarding correctional services.
Stakeholders/members of the community	Weekly	Address concerns and provide information concerning the division as required.
Appeal Adjudicators	Daily	Information sharing, coordination, problem solving

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

Not applicable

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

Not applicable

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

Incumbent	_____	_____	_____
	Name	Signature	Date
Manager	_____	_____	_____
	Name	Signature	Date
Division Director/ADM	_____	_____	_____
	Name	Signature	Date