



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Agency: Indiana Department of Correction		BU: 00615
Division: Contract Compliance Division		Section/District: Central Office
Job Title: Governor's Summer Intern		Job Code:
Working Title (if different from above): Research Assistant, Contract Compliance		
Reports To: Executive Director of Contract Compliance		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date:
Job Opening ID #: 577610		

Purpose of Position/Summary:

The Intern will research and plan development of a Kosher shelf-stable meal production and packaging plant to be developed and built within an existing IDOC building and staffed by IDOC State Employees and offender workers. The research will be utilized to reduce the States cost for providing Kosher meals as required by Federal Law to the Department's offender population.

Essential Duties/Responsibilities:

- Provide pertinent information which assists the Executive Director when deciding the most advantageous location for the physical plant;
- Research all relevant federal and state regulations for the proposed production plant;
- Research designs for food preparation, packaging, storage, and shipping areas for plants of similar size;
- Research and develop a list of equipment needed for plant startup;
- Research transportation options to assist with development of a plan for transportation of meals throughout the IDOC system;
- Research regulations for inter and intra state sales of meals to county and municipal correctional facilities;
- Research all relevant federal and state regulations regarding production of pre-packaged, shelf stable Kosher meals;

Job Requirements:

- General understanding of federal and state regulations regarding food processing plants;
- Ability to develop business models;
- Ability to read floor plan blueprints to include utilities;
- General understanding of kitchen design;
- Ability to work independently;
- Strong research abilities;

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

This research assignment is highly technical in nature and deadline driven. The intern will need to obtain technical information from individuals and corporations as well as federal and state agencies, some of which may be considered sensitive information, particularly corporate practices. The intern will need good personal communication skills to communicate with individuals within IDOC as well and will need to be sensitive to keep communication regarding the research within boundaries set by the Executive Director.

Responsibility:

The intern will advise the Executive Director regarding development of a food processing plant for which the intern will be the primary researcher. The intern would be involved in the development of the monitoring tools based on recommendation.

Personal Work Relationships:

Must be able to communicate effectively within work unit as well as to report out to Agency Officials. Maintaining positive cooperative work relationships is a key element of the DOC culture.

Physical Effort:

Position does not require any effort greater than normal office duties.

Working Conditions:

Involves normal office working environment and include minimal travel to local facilities in the Indianapolis area.



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Agency: Indiana Department of Correction		BU: 000615
Division: Contract Compliance Division		Section/District: Central Office
Job Title: Governor's Summer Intern		Job Code:
Working Title (if different from above): Research/Development Assistant		
Reports To: Executive Director of Contract Compliance		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date:
Job Opening ID# : 577611		

Purpose of Position/Summary:

The Intern will provide research information that will be utilized to develop and implement a process for use when evaluating or designing an audit instrument for the various contracts within the Department. The instrument will insure consistency and uniformity in how these critical relationships are maintained and maximized.

Essential Duties/Responsibilities:

- Make contact with State and Federal agencies that have privatized all or portions of their prison operations, in order to obtain copies of their Audit Instruments.
- Determine the common denominators in monitoring tools that Agencies utilize in order to ensure Contracts are being adhered too.
- Develop an Audit Instrument which will ensure that "Best Practices" are being used to operate our facilities based on our Administrative Policies and Procedures and the actual contracts.
- Determine how the Department can better develop future contracts/amendments based on information obtained from other agencies.
- Provide weekly reports concerning progress being made and any possible problems that may exist with any aspects of assignment

Job Requirements:

- Knowledge of Computer based software, i.e., Microsoft Word, Excell, Power Point, etc...
- Ability to read and comprehend Department of Policy Administrative Procedures as well as all existing contracts.
- Have the ability to develop an Audit instrument which the Department can utilize to ensure that the Private Contractors are following all aspects of the Contracts.
- Ability to maintain confidentiality
- Ability to work independently, anticipate problems and initiate corrective actions.

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

The intern will need to exercise considerable judgment in developing contract monitoring tool guidelines and procedures for implementing auditing tools based upon research findings. The intern must remain cognizant of the potential impact of decisions/recommendations while evaluating the research data prior to making recommendation to Executive Director.

Responsibility:

The intern will make recommendations to the division director regarding contract tools and enforcement procedures for which the intern will be the primary researcher. The intern will be involved in the development of the monitoring tools based on recommendation.

Personal Work Relationships:

Must be able to communicate effectively within work unit as well as to report out to Agency Officials. Maintaining positive cooperative work relationships is a key element of the DOC culture.

Physical Effort:

Position does not require any effort greater than normal office duties.

Working Conditions:

Involves normal office working environment and include minimal travel in local facilities to the Indianapolis area.



JOB DESCRIPTION

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This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Department of Correction		BU:
Division: Pendleton Correctional Facility	Section/District:	
Job Title: Safe Facility Statistic Analyst		Job Code:
Working Title (if different from above): Job Opening ID#: 577624		
Reports To: Assistant Superintendent of Operations		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Improve statistical analysis for facility use when reviewing for the Pendleton Correctional Facility Safe Facility Report. The statistics are gathered to seek out trends in violence and contraband within the offender population. The expanded statistics will allow Administrative staff to effectively review current policies and procedures to ensure their effectiveness or formulate new modifications to ensure public, staff and offender safety.

Essential Duties/Responsibilities:

Receive information/data from areas submitting monthly/quarterly and annual statistics. Explain or use data to improve safe facility expectation and/or identify areas needing adjustments. The Safe Facility Statistic Analyst (SFSA) will be expanding existing Safe Facility data to the following categories:

- Age
- Race
- STG Affiliation
- DHB History
- Substance Abuse
- Mental Health
- Classification
- Job Classification/Idle
- Offenses
- Grievances

Job Requirements:

Statistical background, verbal and written communication skills, computer skills (Word, Excel and Access).

Supervisory Responsibilities/Direct Reports:

Assistant Superintendent of Operations

Difficulty of Work:

Relative to work product.

Responsibility:

Provide information derived from statistical data to improve the facility's safety.

Personal Work Relationships:

The SFSA will work primarily with Operations, the Administrative Assistant/PIO and Department Head Supervisors.

Physical Effort:

General office type work, i.e., walking and stairs. The Operations Office is located inside the walled facility; therefore, the SFSA will have to walk extended distances.

Working Conditions:

Male, maximum security correctional setting. The office in which the Safe Facility Analysts will be assigned is located within the walled facility in a secure area; therefore, the Safe Facility Analyst will have contact with offenders on a daily basis.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Department of Correction		BU:
Division: Pendleton Juvenile Correctional Facility	Section/District:	
Job Title: Safe Facility Statistic Analyst		Job Code:
Working Title (if different from above): Job Opening ID#:577622		
Reports To: Assistant Superintendent of Operations		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Improve statistical analysis for facility use when reviewing for the Pendleton Juvenile Correctional Facility Safe Facility Report. The statistics are gathered to seek out trends in violence and gang activity within the student population. The SFSA will propose concepts on ways to reduce violence and gang activity among the juvenile population. The expanded statistics will allow Administrative staff to effectively review current policies and procedures to ensure their effectiveness or formulate new modifications to ensure public, staff and student safety.

Essential Duties/Responsibilities:

Receive information/data from areas submitting monthly/quarterly and annual statistics. Explain or use data to improve safe facility expectation and/or identify areas needing adjustments. The Safe Facility Statistic Analyst (SFSA) will be expanding existing Safe Facility data to the following categories: The SFSA will review the effectiveness of the Gang Intervention Program (GROW) and make recommendations for improvement.

- Age
- Race
- STG Affiliation
- DHB History
- Substance Abuse
- Mental Health
- Classification
- Job Classification/Idle
- Offenses
- Grievances

Job Requirements:

Statistical background, verbal and written communication skills, computer skills (Word, Excel and Access).

Supervisory Responsibilities/Direct Reports:

Assistant Superintendent of Operations

Difficulty of Work:

Relative to work product.

Responsibility:

Provide information derived from statistical data to improve the facility's safety.

Personal Work Relationships:

The SFSA will work primarily with Operations, the Administrative Assistant/PIO and Department Head Supervisors.

Physical Effort:

General office type work, i.e., walking. The administrative office is located outside the secure perimeter but the SFSA will have to walk inside the secure perimeter for interactions with staff and students.

Working Conditions:

Male, maximum security juvenile correctional setting. The Safe Facility Analyst will have contact with students on a daily basis.