

**POSITION CLASSIFICATION FLYSHEET FOR
CORRECTIONAL INSTITUTION ADMINISTRATION SERIES,
GS-0006**

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SERIES DEFINITION

This series includes positions which involve responsibility for managing, or participating in the overall management of, correctional institutions, correctional systems, or correctional programs, and positions which involve responsibility for advising on, reviewing, and evaluating the management of such institutions, systems, or programs. Work in this series requires knowledge of (1) penological theories, principles, and techniques and (2) the problems, methods, and techniques of institutional management.

EXCLUSIONS

The following types of positions are excluded from this series:

1. Positions that involve performing or supervising correctional treatment, custody, and supervision of criminal offenders in institutions. Such positions require the knowledge and application of correctional skills and techniques, but do not require knowledge of penological or institutional management theories, principles, methods, and techniques. Such positions are classified in the [Correctional Officer Series, GS-0007](#).
2. Positions involving the security and control of criminal offenders in correctional institutions, but not having a substantial degree of responsibility for correctional treatment. Such positions are classified in the [Guard Series, GS-0085](#).
3. Positions having as their paramount qualification requirement knowledge of subject matter fields other than correction, but including as a complimentary requirement the custody, supervision, and correctional treatment of inmates. These positions, such as vocational or academic teacher, medical technical assistant, voucher examiner, supply clerk, etc., are classified in the series appropriate to the basic duties and qualifications required of the positions. See the [Guide for the Evaluation of Positions Requiring Collateral Correctional Skills](#) for additional guidelines for evaluating such positions.
4. Positions having as their primary responsibility performing or supervising performance of work in such fields as personnel administration, budget analysis, hospital administration, library work, facilities management, education or vocational training, quality assurance, etc. Such positions are classified in the appropriate specialized occupational series.
5. Positions having as their paramount qualification requirement trade, craft, or manual labor knowledges and skills, but including as a complimentary requirement the custody, supervision, and correctional treatment of inmates. Such positions are classified in accordance with the provisions of the [Federal Wage System](#).

BACKGROUND INFORMATION

The Federal Prison System is composed of a network of over 40 correctional facilities, ranging from minimum security camp settings to maximum security penitentiaries, as well as community program offices, medical centers, staff training centers, etc. The various facilities encompass such diverse characteristics as juvenile and adult offenders, single sex and co-correctional populations, white collar and violent criminals, special treatment (drug/alcohol related offenses) and standard confinement, isolated rural locations or proximity to Federal courts, etc.

The system is administered by a central office through a system of regional offices. Control and coordination of Federal Prison System activities is carried out in major functional groupings. These include correctional programs (correctional management, inmate programs and research, etc.), medical and services (medical services, hospital administration, food services, farm operations, etc.), planning and development (budget development, financial management, facilities and programs development, etc.), and industrial (Federal Prison Industries -- UNICOR, and Bureau of Prisons programs such as community programs and standards, and accreditation).

These various programs have their counterparts in the regional offices and within the institutions themselves. Correctional theory recognizes that retribution, deterrence, incapacitation and rehabilitation are all valid reasons for incarceration. The Federal Prison System has therefore expanded voluntary participation programs such as adult basic and secondary education, vocational training, recreation, and other rehabilitation programs. While correctional institutions cannot coerce change in inmates, inmates can and do change their behavior when they themselves are motivated to do so. Therefore, all institutions have educational and/or vocational training, recreational and spiritual assistance programs, etc., in addition to institution, center, or camp level financial management, food service, maintenance, medical, facilities development, etc., programs. Most institutions have UNICOR operations. Depending upon the size of the institution (and, hence, the number of programs), the Correctional Institution Administrator may be assisted by Correctional Program Officers and by Correctional Program Specialists in other program areas, e.g., budget, hospital, procurement, etc.; or by Correctional Program Officers or Specialists who are responsible for the administration of one or more such programs.

TITLES

Correctional Institution Administrator or Correctional Program Officer is the proper title for positions which meet or exceed the criteria of the [General Schedule Supervisory Guide](#) for evaluation as supervisors.

Correctional Program Specialist is the proper title for positions assigned less than full program responsibilities or assigned as assistant or subordinate to Correctional Institution Administrators or Correctional Program Officers.

EVALUATION OF POSITIONS

This standard does not include grade level criteria. Positions classified in this series should be evaluated by reference to position classification standards involving analogous knowledges and skills. (See [The Classifier's Handbook, Chapter 5, Determining the Grade, Classifying Positions When No Standards Have Been Published.](#))

Supervisory positions

Positions classified in this series that meet the criteria of the [General Schedule Supervisory Guide](#) for titling as supervisors are evaluated by that Guide.

Nonsupervisory positions

Program Specialist positions are evaluated by reference to standards published under other titles which involve analogous duties and responsibilities. These include, but are not limited to, the [Social Services Series, GS-0187](#); the [Equal Employment Opportunity Series, GS-0260](#); the [Management and Program Analysis Series, GS-0343](#); the [Forestry Series, GS-0460](#); the [Health System Administration Series, GS-0670](#), the [Building Management Series, GS-1176](#) (single agency standard); and the [Facility Operations Services Series, GS-1640](#).