Budget Code 144 – Job Classification Descriptions/Information
FY 2025-2026

Correctional Programs Technician (CPT): A Correctional Programs Technician may be responsible for providing book and game exchange, responding to inmate message slip requests, distributing religious materials and artifacts, delivering law library books/materials, providing voter registration material, providing recreational supplies, inputting data and services provided into the system, facilitating pre-release planning groups, conducting client assessments and discharge plans, referring clients to programs, and collaborating with community partners.

Total salaries and benefits for 13 position CPT: $1,132,234

(3 CPT positions vacated on 01/25, 08/25, and 06/26)

Correctional Programs I (CPS I): A Correctional Programs Supervisor I is responsible for overseeing the daily activities of all Correctional Programs Technicians, Education Coordinators, and Vocational Instructors assigned to their facility. A CPS I must complete annual evaluations for all assigned staff, oversee all educational, rehabilitative, and re-entry services provided at their assigned facility, design and implement programs for incarcerated individuals, oversee over 800 community volunteers and the services they provide at their assigned facility, and collaborate with various county and community-based organizations.

Total salaries and benefits for 2 position CPS I: $324,227

Staff Specialist: A Staff Specialist is responsible for managing all activities and requirements pertaining to the CalAIM Justice Involved Initiative. These responsibilities include monitoring and evaluating the effectiveness and efficiency of the CalAIM service delivery system within our jail facilities, maintaining awareness of state-level changes to the CalAIM program that require local implementation changes, working collaboratively with our local Social Services and Health Care Agencies, compiling reports for 90 day pre-release services, managing all Medi-cal and Cal-fresh referrals, ensuring each insured individual has a Benefits Identification Card upon release, and performing any additional program-related duties as necessary.

Total salaries and benefits for 1 position Staff Specialist: $155,074

Education Services Coordinator: is responsible for scheduling, coordinating, testing, and ensuring that inmates can participate in all educational opportunities provided in the jail setting. The position also interacts directly with inmates on a daily basis to recruit for classes, distribute class rosters and passes to the inmate housing locations, distribute correspondence

packets issued by the local community college, ensure that inmates arrive at their assigned classes on time and interact with instructors to ensure their classroom needs are being met. An ESC also has the responsibility of being a G.E.D proctor who administers tests, reports scores to state officials and maintains strict record keeping on tests issued and status of inmates taking tests. This position must also track and log daily attendance hours and when an inmate completes or drops a class.

Total salaries and benefits for 1 position ESC: $92,067

Information Processing Tech (IPT): The Information Processing Technician is assigned to the Law Library. The Law Library provides legal material to the inmates housed within the OC correctional facilities. This position is responsible for reviewing inmate's message slip requests, researching, and extracting legal material from various sources, responding to inmate's inquiries via message slips, photocopying large volumes of document daily, filing, data entry for logging and tracking information, and compiling and sorting material for distribution.

Total salaries and benefits for 1 position IPT: $99,165

Research Analyst III (RA 3): The Research Analyst III position is responsible for designing complex research projects, developing new analytical and statistical methods, identifying and defining specific demographics and populations to be surveyed, collecting, compiling, analyzing and evaluating data, and creating reports that include summary of findings, recommendations, charts, and supporting narrative text related to inmate participation and successful completion of various programs and re-entry services offered while incarcerated.

Total salaries and benefits for 1 position RA 3: $136,849

Deputy Sheriff I (DS I): The Deputy Sheriff I position is responsible for overseeing the security elements of our volunteer services programs and assisting with any security related needs that arise within our Inmate Services Division. These responsibilities include processing security clearances and renewals for all volunteers seeking to provide services within our five county jail facilities, inputting data into our volunteer database, conducting monthly security jail orientations, attending quarterly volunteer coordinator meetings, interviewing applicants for volunteer coordinator positions.

Total salaries and benefits for 1 position DS I: $259,156

Business Services Administrator: A Business Services Administrator is responsible for overseeing the daily operations of the Correctional Programs Unit, including all staff assigned and programs/services provided throughout all five county jail facilities. This position is responsible for researching and reviewing grant opportunities, writing and submitting grant proposals,

reviewing the annual budget and expenditures for the Unit, including the Inmate Welfare Fund, and presenting to various county representatives on the services offered through our Division and Unit. The Business Services Administrator is also responsible for overseeing various components of the CalAIM initiative including engaging in ongoing collaborative planning activities with SSA, HCA, and other stakeholders, completing budgets, developing or modifying protocols and procedures, and completing readiness assessments and progress reports.

Total salaries and benefits for 1 position BSA: $201,540

Criminal Justice Manager, Senior: A Criminal Justice Manager, Senior, manages identifiable programs, units or sections or a department wide function and gives direction to staff. Supervise/manage others, including managers, research analysts and deputies. Makes program and policy recommendations to Inmate Services Director and Executive Command team. Leads department or Countywide projects/assignments. Sets vision/mission for assigned program, unit or section and ensures achievement of objectives. Has a significant level of discretion and accountability in program decisions and work to be accomplished including changing priorities for subordinate staff within the scope of assignment. Reviewing department budgets to Include the Inmate Welfare Fund and writing and reviewing grants. Provide presentations and trainings to department employees and other county agencies. Researching policies and laws that impact Title 15 and in custody programming.

Total salaries and benefits for 1 position Sr. Mgr.: $294,416