

## **Staff Report**

**Subject:** Approval and publication of two new job descriptions for the Prison.

**Author:** Sarah Mausolf, Director

**Department:** Human Resources and Risk Management

**Meeting Date:** April 1, 2025

**Item Description:** Approval and publication of two new job descriptions for the Prison.

**Summary Recommendation:** Staff request authorization to approve and publish two new job descriptions for the Prison.

### **Executive Summary/Background**

Assistant Corrections Counselor: This classification aims to provide counseling services for inmates, including personal and social adjustment. Work involves coordinating inmate programs and activities, inmate management, and preparing reports.

Corporal: This classification aims to ensure the safe, legal, and humane custody and care of people incarcerated in the Effingham County Prison. Employees in this classification may also supervise violation.

### **Alternatives for Commission to Consider**

1. Approve the job descriptions and authorize publication and distribution.
2. Disapprove of the job descriptions and guide staff.

**Recommended Alternative:** Staff recommend Alternative 1.

**Other Alternatives:** None.

**Department Review:** County Manager, Prison, and Human Resources.

**Funding Source:** None

### **Attachments:**

- 1) Assistant Corrections Counselor Job Description
- 2) Corrections Officer-Corporal Job Description