Human Resources
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# Classification Manager

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCM205** | **Correctional** | **Classification Manager** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Salary** | **$61,339.00 - $96,866.00** | **September 21, 2026** |

The Classification Manager provides oversight and guidance to supervisors and staff on inmate classification and ensures facility compliance with classification policies, ACA standards, McClendon requirements, PREA, and other applicable regulations. The manager plans, coordinates, and supervises the classification program and staff in accordance with ACA, applicable laws, regulations, county policies, and state statutes. This position includes supervision of employees, including hiring, training, performance evaluation, coaching, disciplinary action, and termination. The role requires handling confidential and sensitive information. Work hours may extend beyond the standard Monday through Friday, 8 a.m. to 5 p.m. schedule.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Manages the classification program and oversees the initial assessment and classification of individuals taken into custody at the Metropolitan Detention Center.
- Reviews classification referrals for custody level eligibility and monitors reclassification reviews for accuracy.
- Approves or denies inmate transfers to other facilities based on policy and authorizes overrides as necessary.
- Manages the NCIC background check program and ensures all releasing inmates are cleared of wants and warrants.
- Directs and manages the scheduling and reception of inmates, including intake, records processing, initial security classification, and facility assignment.

- Reviews inmate management systems to ensure appropriate programmatic and community corrections placements.
- Develops and delivers training on custody assessment, inmate management, and transfer procedures.
- Monitors assessment and reception bed space in compliance with laws and fire/safety codes.
- Coordinates staffing and operations for assigned classification services and ensures delivery of services.
- Supervises, trains, audits, and reviews the work of assigned staff and personnel.
- Participates in the development and implementation of goals, policies, and procedures; identifies opportunities to improve service delivery and implements changes as needed.
- Prepares and maintains schedules for classification review processes and assignments.
- Ensures accurate recordkeeping and tracking of inmate classification, including transfers from other institutions.
- Coordinates classification activities with other divisions and external agencies.
- Selects, trains, evaluates, and, when necessary, disciplines or terminates personnel.
- Responds to and resolves complex staff or inmate inquiries and complaints.
- Participates in committees, professional meetings, and prepares and presents staff reports.
- Assists in monitoring inmate security to ensure adherence to safety protocols.
- Handles sensitive or confidential records, documents, and decisions requiring discretion.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

## MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Seven (7) years of work experience in criminology, psychology, sociology, counseling, or a related field, with increasing levels of responsibility.
- One (1) year of experience in a supervisory role.

***Any equivalent combination of related education and/or experience may be considered for the above requirements.***

## SUPPLEMENTAL INFORMATION

### SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.

- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

## WORKING CONDITIONS

- Most essential duties are performed indoors in a temperature-controlled environment.
- Indoor working surfaces are typically even, dry, and may be carpeted or tiled.
- May involve occasional use of stairs.
- Frequently works independently, with or without direct supervision.
- Occasionally works as part of a team or group.
- Depending on assignment, may be exposed to animals, aggressive behavior, bites, zoonotic diseases, odors, dander, animal byproducts, and chemicals.

## EQUIPMENT, TOOLS, AND MATERIALS

- Routine use of office equipment, including a telephone, computer, scanner, photocopier, and fax machine.
- Handles various administrative materials such as forms, reports, writing instruments, and standard office supplies.
- May drive a county vehicle, depending on assignment.