Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

MDC Classification Supervisor

JOB CODE	JOB FAMILY	PROFILE
JCM118	**Correctional**	**MDC Classification Supervisor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**July 15, 2026**

The MDC Classification Supervisor plans, coordinates, and supervises the classification program and staff in accordance with the American Correctional Association (ACA), applicable federal laws and regulations, and county policies and procedures. Handles confidential and sensitive information and documents. Work hours and schedules may fall outside the standard Monday through Friday, 8 a.m. to 5 p.m. timeframe. Employee supervision includes hiring, training oversight, performance evaluation, coaching, disciplinary action, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervises and oversee the initial assessment and classification process of individuals taken into custody at the Metropolitan Detention Center.
- Coordinate organization, staffing, and operational activities for assigned case management services, including monitoring service delivery.
- Direct, coordinate, train, audit, and review the work of staff and other personnel.
- Participate in the development and implementation of goals, objectives, policies, and priorities; identify opportunities to improve service delivery methods and procedures; assess resource needs; and implement resulting policy and procedural changes.
- Prepare schedules for classification reviews and monitor classification assignments.

- Ensure appropriate recordkeeping and tracking of classification information for inmates transferred from other institutions.
- Coordinate classification activities with other divisions, outside agencies, and organizations.
- Select, train, motivate, and evaluate personnel; provide or coordinate staff training; address performance issues; and implement disciplinary or termination procedures as necessary.
- Respond to and resolve complex staff and inmate inquiries or complaints.
- Participate in various committees and professional meetings; prepare and present staff reports.
- Assist in monitoring inmate security and ensure adherence to security protocols.
- *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.
- Six (6) years of work experience in criminal justice, social work, counseling, inmate classification, or related field.

*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

- A majority of essential duties are performed indoors in a temperature-controlled environment.
- Outdoor duties are occasionally required, and the worker may be exposed to natural weather conditions while performing these duties.

- The worker may be exposed to intermittent noise and vibration, various fumes and odors, contagious diseases, and potentially hostile or dangerous situations.
- Indoor working surfaces are even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Outdoor surfaces may be even or uneven and may be wet or dry.
- Outdoor duties may involve the use of stairs or ladders and may be performed on inclines or hills.
- Outdoor surfaces may include natural ground, asphalt, or concrete.
- Work hazards may include those common in a correctional facility environment, such as exposure to noise and situations that could involve serious bodily injury or other health risks.
- The employee may be required to work a flexible schedule.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, fax machine, typewriter, photocopier, and pager.
- The worker may occasionally handle first aid and oxygen equipment.
- Materials and products typically handled during administrative duties include a wide variety of forms and paperwork, reports, writing utensils, and other basic office supplies.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.