

# REQUEST FOR QUOTE

## ADDENDUM # DASHRD16001A

ISSUED: 09/11/2015

RFQ NUMBER: DASHRD16001

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Human Resources Division is requesting proposals for:

a comprehensive evaluation of the hiring process for the State of Ohio's most populated job classification. The Contractor shall undertake a thorough review and evaluation of current systems and practices, identify strengths and weakness in the areas of recruitment, assessment, and selection, and provide data-informed recommendations for policy and practices. The recommendations for policy and practices will result in increased efficiency in the hiring process as well as improvement in the quality of hire (i.e., acquiring employees who are not only the best qualified for the position but who are the most suitable candidates who possess and exhibit the qualities and characteristics that ensure an appropriate employee-culture fit as well).

**Reason for Addendum.** This addendum is issued to include the State of Ohio's most populated job classification, Correction Officer, referred to on page 2 of RFQ Number DASHRD16001, in item #1 of the Specifications section.

PROPOSAL DUE DATE:

September 18, 2015

OPENING LOCATION:

Department of Administrative Services  
Human Resources Division  
Office of Talent Management  
30 E. Broad Street 27<sup>th</sup> Floor  
Columbus, Ohio 43215

<b>CLASS TITLE:</b> Correction Officer	<b>CLASS NUMBER:</b> 46531	<b>BARGAINING UNIT:</b> 003
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**EFFECTIVE DATE:**

01/01/2001

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

In adult correctional institution, works rotating posts & assignments to maintain discipline & order of inmates & internal & external security of institution (i.e., directs all inmate activity in assigned areas of facility including dayrooms, showers, cells, living & recreational areas, dining rooms; maintains security on perimeter such as guard towers, sallyports, perimeter vehicle patrol & front gates; monitors & operates security controls regulating opening & closing of cells, doors between housing units, sounding of safety, sirens & alarms & dispatching equipment & medical emergency equipment; directs inmate porters & clerks & other inmate work crews/details to ensure quality & completion of work & proper security; directs inmates in outside civilian hospitals, doctor's offices & other medical facilities; operates car, van, bus or other vehicle to transport inmates as required; prevents escapes or incidents which threaten safety or security of facility, staff, inmates or general public which includes using physical force, unarmed self-defense, firearms or other force to detain/ secure inmates);

OR

Monitors computerized surveillance equipment (e.g., cameras, alarm systems, electric security doors) from assigned post to ensure security of consumers who are criminally insane & responds to emergencies (e.g., assists staff with hostile or dangerous consumers; calls for fire department or ambulance assistance).

Completes & maintains written security/supervision documents or other unit management reports & files, conduct & special incident reports, post logs, records, reports & information boards or other required documents to ensure accuracy & they are correct; takes visual count of inmates & reports count verbally & in writing according to count procedures; controls & distributes incoming mail to inmates; makes periodic rounds to ensure orderly movement of inmates; reports unusual circumstances & information orally & in writing; properly searches, inventories & records inmate property; visually & tactually detects contraband per institutional rules & regulations; or in forensic center, patrols buildings, yards & corridors checking locks, doors & other facilities to prevent walk-aways & to report/prevent any hazards & operates vehicle to transport &/or escorts consumers to & from other locations on & off premises.

Stores equipment & supplies in safe & secure area as prescribed; writes supply & repair orders for assigned area.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of custody, safety & security measures for detention of adult felons or consumers who are criminally insane in controlled environment\*; institution regulations governing custody operations\*; addition & subtraction. Basic skill in operation of personal computer & computerized security & surveillance equipment, restraining devices, safety equipment, firearms & riot control equipment\*; operation of transport vehicles; unarmed self-defense\*. Ability to deal with problems involving several variables within familiar context; complete routine forms; demonstrate basic computer knowledge; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High school diploma or G.E.D.; must have valid driver's license for positions assigned to transportation section &/or requires commercial driver's license to drive vehicles qualifying as commercial.

Applicants for positions in Ohio Department Of Rehabilitation & Correction must also successfully pass correction officer assessment or have successfully completed assessment within past 24 months; or applicants must be current employees with Ohio Department Of Rehabilitation & Correction who have previously been certified in position of correction officer.

Probationary period is 365 days.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

In Ohio Department Of Rehabilitation & Correction, must complete & pass prescribed mandated pre-service training & firearms training course conducted by department, must requalify annually in use of handgun & shot gun by passing test, must pass unarmed self-defense course conducted by department, & must recertify annually in unarmed self-defense.

**UNUSUAL WORKING CONDITIONS:**

May work evening, night or rotating shift; exposed to potential illness & injury from inmates or consumers who can be dangerous & hostile.

