

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES**

Parole Board Hearing Officer

**SERIES NUMBER**

6371

**MAJOR AGENCIES**

Rehabilitation &amp; Correction only

**EFFECTIVE**

02/12/2012

**SERIES PURPOSE**

The purpose of the parole board hearing officer occupation is to conduct hearings for releasees who violate conditions of their community supervision, assess inmates for imposition of post release control & conduct hearings for final review by parole board members to make recommendations for or against the release of parole eligible inmates.

At the first level, incumbents conduct necessary review & evaluation of file data & conduct violation hearings to make determinations regarding parole revocations or imposition of prison sanctions & review journal entries & other file material to impose post release control & conduct hearings with inmates to make release recommendations to the parole board.

At the second level, incumbents supervise parole board hearing officers & conduct parole board hearings with parole board members & make determinations for or against release of inmates.

**JOB TITLE**

Parole Board Hearing Officer

**JOB CODE**

63711

**PAY GRADE**

33

**EFFECTIVE**

02/12/2012

**CLASS CONCEPT**

The advanced level class works under general direction & requires thorough knowledge of criminal justice, criminology, political science, public administration, Ohio parole board policies & procedures, risk instruments & administrative rules of the Ohio Department of Rehabilitation & Correction & applicable state statutes in order to conduct violation hearings for released offenders under supervision & assess inmates for imposition of post release control & conduct hearings for parole board to make recommendations for or against release of inmates.

**JOB TITLE**

Parole Board Hearing Officer Supervisor

**JOB CODE**

63715

**PAY GRADE**

14

**EFFECTIVE**

03/07/2004

**CLASS CONCEPT**

The supervisory level class works under direction & requires considerable knowledge of criminal justice, sociology or psychology, Ohio parole board guidelines & procedures, administrative rules of the Ohio Department of Rehabilitation & Correction & applicable state statutes in order to supervise parole board hearing officers & conduct parole board hearings with parole board members & make determinations for or against release of inmates.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Parole Board Hearing Officer	63711	14	02/12/2012	33

**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.)**

Reviews journal entries, conducts risk assessments & completes post release control screenings, conducts violation hearings in field for parolees or other releasees who have been charged with violating conditions of their community supervision; arranges for witnesses, documents & other evidence to be presented at hearings; determinations & outcome of hearings may affect public safety; responsible for monitoring & maintaining order within the hearing setting; interacts & corresponds with defense attorneys, law enforcement officials, prosecutors & other criminal justice officials on preparation for & conducting of release violation hearings at local jails, correctional institutions, halfway houses or other community agencies; interviews inmates, releasees & witnesses; researches applicable statutes & regulations; assists in development, enforcement & interpretation of policies & procedures; assures due process; takes testimony; analyzes & rules on motions, objections, timeliness of hearing & admissibility of evidence; reviews & evaluates reports to determine if community sanction or if confinement in state correction facility is warranted & if so, for how long; considers affect of hearing outcome on the public safety when rendering determination; completes hearing summary digest on evidence & testimony presented at hearings, writes required reports, maintains necessary records & is proficient in the use of a computer.

Reviews all available information on inmates eligible for release consideration hearings & conducts hearings and makes recommendations to parole board members for the purpose of evaluation of factors leading to a determination & decision of the release of individuals from the adult correctional institutions throughout the state; completes &/or prepares electronic hearing forms; interviews inmates & reviews & evaluates their suitability for release; travels to state correctional facilities; meets with unit management personnel, victims, victims families, offenders' families, & attorneys prior to parole hearings to obtain any pertinent information not reflected in institution or electronic files; evaluates testimony, evidence & case file information; facilitates full board open hearings, clemency hearings, central office board reviews & sexually violent predator hearings as required.

Maintains security of files & operates automobile to travel to & from hearings & to transport confidential files; responsible for maintenance of high volume specialized records; responsible for interpreting complex legal issues regarding violation process & addressing of post release control status; provides work direction & training to DPCS staff; participates in reentry initiatives, including reentry courts; maintains & promotes public & human relations which includes preparing & delivering speeches & responding to telephone inquiries & written correspondence to include public record requests from members of community & various other criminal justice systems.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of criminal justice, criminology, political science, public administration; applicable state statutes, administrative rules of Ohio Department of Rehabilitation & Correction, risk instruments & Ohio Parole Board policies & procedures\*; interviewing; investigation, supervision & rehabilitation of adult felons; criminal court proceedings; administrative or court hearings. Skill in operation of automobile; digital recorder\*; personal computer. Ability to review & evaluate legality, accuracy & relevancy & veracity of data, testimony & evidence & determine whether inmates under community supervision should be returned to prison for violating conditions of release & determine whether inmates should receive post release control & determine whether parole eligible inmates should be recommended for release; originate, safeguard, transport & maintain confidential reports & records; define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & manuals; prepare & deliver speeches before specialized audiences & general public; handle routine & sensitive inquiries from & contacts with criminal justice officials, inmates, inmates' families, victims, general public, court personnel & legislators; ability to transport items up to 25 lbs.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core coursework in criminal justice, criminology, political science or public administration; 5 yrs. additional exp. in investigation, &/or supervision of adult felons which included interviewing, participation in criminal court or parole board release &/or violation proceedings; or 3 yrs. additional exp. in administrative or court hearings that includes presenting witnesses and evidence; submitting and/or ruling on motions, objections, briefs and arguments, taking testimony, researching and interpreting applicable law (e.g., prosecutor, defense counsel, magistrate, administrative law judge, hearing officer, arbitrator); valid driver's license.

-Or completion of associate core coursework in criminal justice, criminology, political science or public administration; 7

yrs. additional exp. in investigation, &/or supervision of adult felons which included interviewing, participation in criminal court or parole board release &/or violation proceedings; or 3 yrs. additional exp. in administrative or court hearings that includes presenting witnesses and evidence; submitting and/or ruling on motions, objections, briefs and arguments, taking testimony, researching and interpreting applicable law (e.g., prosecutor, defense counsel, magistrate, administrative law judge, hearing officer, arbitrator); valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may require overnight stays; may be required to transport equipment to assigned worksite(s); must provide personal automobile &/or responsible for assigned state vehicle (e.g., inspects vehicle, schedules routine maintenance, monitors credit card usage); exposure to inclement weather & disagreeable working conditions within jail facilities, correctional settings, halfway houses & other community facilities (e.g., communicable diseases, violent behavior).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Parole Board Hearing Officer Supervisor	63715	EX	03/07/2004	14

**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.)**

Supervises parole board hearing officers (e.g., completes performance evaluations, approves leaves, assigns & reviews work, interviews applicants and recommends for hire, trains new staff, serves as member of merit case selection committee, conducts staff meetings, recommends disciplinary actions, determines training needs, disseminates & implements departmental & divisional policies & procedures) & conducts parole board hearings with parole board members & makes determinations for or against release of inmates.

Conducts background research of inmates eligible for parole (e.g., reviews & evaluates information on file in institution master file & unit file & adult parole authority microfiche files at hearings for legality, accuracy & pertinency; interviews inmates to review & evaluate inmates' degree of readiness for release; travels to state correctional facilities to meet with institution personnel to obtain pertinent information not found in master file, unit file or adult parole authority microfiche file), meets with & advises or directs institution staff on matters that arise at hearings; serves as member of review panel when requested by parole board chair for review & for approval of initial panel's decision to go outside of parole guidelines; prepares & presents cases to review panel for approval of decisions made outside guidelines; prepares & presents cases to full board when requested by parole board chair; assists board members in coordination of panel hearings at institution; serves as member of hearing panel on technical revocation hearings.

Conducts investigations & gathers information from various sections to assist parole board members in making hearing decisions; reviews & processes parole board risk assessment forms; evaluates new victim requests received after hearing when requested; conducts internal audits of parole board staff regarding compliance with departmental policies & procedures; enforces standard compliance to maintain American Correctional Association Accreditation; develops & writes policies & implements new procedures as mandated by legislature or executive managers; assesses & prepares personnel & equipment budgets for parole board; responds to new information received after hearings; coordinates activities between institution record offices, placement & investigations to ensure completeness & accuracy of information submitted to parole board; initiates reconsideration of parole board actions as directed by parole board chair; maintains security of files & operates automobile to transport confidential files to & from hearings.

Responds to general inquiries & complaints relating to parole board; makes presentations & provides information to general public & specialized groups or organizations; coordinates public relations activities with departmental public relations officer; attends staff meetings, conferences & seminars, completes specialized assignments; serves on specialized committees; serves in absence of supervisor; represents supervisor at meetings during absence of supervisor; supervises student interns as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of criminal justice, sociology or psychology; applicable state statutes, administrative rules of Ohio Department of Rehabilitation & Correction & Ohio Parole guidelines & procedures\*; supervisory principles/techniques\*; interviewing; public relations; investigation, supervision & rehabilitation of adult felons; criminal court proceedings. Skill in operation of automobile; microfiche reader\*; tape recorder\*; personal computer\*. Ability to gather/interview, review & evaluate legality, accuracy & pertinency of data & determine whether inmates should be released & if parole board should go outside of established guidelines; originate, safeguard, transport & maintain confidential reports & records; handle routine & sensitive inquiries from & contacts with criminal justice officials, inmates, inmates' families, victims, general public, court personnel & legislators.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core coursework in criminal justice, sociology or psychology; 5-1/2 yrs. additional exp. in investigation, rehabilitation/correction &/or supervision of adult felons which included interviewing, public relations & involvement in criminal court or parole review proceedings; must provide own transportation.

-Or completion of associate core coursework in criminal justice, sociology or psychology; 6 yrs. additional exp. in investigation, rehabilitation/correction &/or supervision of adult felons which included interviewing, public relations & involvement in criminal court or parole review proceedings; must provide own transportation.

-Or 6 mos. exp. as Parole Board Hearing Officer, 63711; must provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; must provide personal automobile.