

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

Parole Board Hearing Officer

SERIES NO.:

6371

MAJOR AGENCIES:

Rehabilitation & Correction only

EFFECTIVE DATE:

03/11/2012

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 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 & make recommendations 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

03/11/2012

CLASS CONCEPT:

The supervisory level class works under direction & requires considerable knowledge of criminal justice, criminology, human resources, labor relations, management, political science or public administration, Ohio parole board policies & procedures, risk instruments & administrative rules of the Ohio Department of Rehabilitation & Correction & applicable state statutes in order to supervise parole board hearing officers & conduct violation hearings for released offenders under supervision & assess inmates for imposition of post release control & conduct hearings to make recommendations 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	03/11/2012	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.)

Directly supervises parole board hearing officers (e.g., prioritizes & approves work schedules & itineraries, completes & conducts timely performance evaluation reviews, approves leave request, overtime, compensatory time, bi-weekly attendance reports & travel vouchers; assists with personnel & equipment budget for the parole board, assigns & reviews work, modifies hearing officer determinations when appropriate; screens & interviews applicants, conducts pre-employment background investigations & recommends for hire; conducts staff meetings; initiates disciplinary action if necessary, responds to complaints about staff; conducts investigations & presents at pre-disciplinary hearings of alleged staff misconduct as requested; identifies training needs & conducts &/or arranges for training opportunities (i.e., on-the-job & in-service); provides technical assistance to parole board hearing officers on conducting risk assessments, post release control screenings & the violation sanctions process; responds to questions & concerns & resolves problems; monitors the completion of risk assessments, post release control screenings & hearing summary digests by parole board hearing officers to ensure procedures are properly administered, modifies hearing officer determinations when appropriate; develops, disseminates & interprets policy & procedures; develops procedures for maintaining records; writes employee goals & responds to EEO complaints & grievances).

Analyzes & implements new procedures as mandated by legislature or executive managers; conducts release &/or violation hearings; makes recommendations regarding release of inmates or revocation of release; reviews & evaluates information for accuracy & pertinence; responsible for monitoring & maintaining order within the hearing setting; travels to state correctional facilities, jails & adult parole authority offices; participates in regional & victim conference days, evaluates new victim requests received after hearing; facilitates full board open hearings, central office board reviews, clemency & sexually violent predator hearings as required; evaluates testimony, evidence & case file information; considers effect of hearing outcome on public safety when rendering determination; completes hearing summary digests on evidence & testimony presented at hearings.

Responds to general inquiries & complaints relating to parole board; makes presentations & provides information to general public & specialized groups or organizations; serves on specialized committees as required; serves in absence of supervisor; represents supervisor at meetings during absence of supervisor; completes other related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice, criminology, human resources, labor relations, management, political science or public administration; applicable state statutes, administrative rules of Ohio Department of Rehabilitation & Correction, risk instruments & Ohio Parole Board policies & procedures*; supervisory principles/techniques*; interviewing; public relations; investigation, supervision of adult felons; criminal court proceedings. Skill in operation of automobile; digital recorder*; personal computer. Ability to review & evaluate legality, accuracy, relevancy & veracity of data, evidence & testimony & 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; interpret extensive variety of technical material in books, journals & manuals; originate, safeguard, transport & maintain confidential reports & records; prepare & deliver speeches before specialized audiences & general public; establish friendly atmosphere as supervisor of work unit; 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, human resources, labor relations, management, political science or public administration; 5 1/2 yrs. additional exp. in investigation, &/or supervision of adult felons which included interviewing, public relations & participation in criminal court or parole board release &/or violation proceedings; or 4 yrs. additional experience 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; must provide own transportation.

-Or completion of associate core coursework in criminal justice, criminology, human resources, labor relations, management, political science or public administration; 7 1/2 yrs. additional exp. in investigation, &/or supervision of adult felons which included interviewing, public relations & participation in criminal court or parole board release &/or violation proceedings; or 4 yrs. additional experience 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; must provide own transportation.

-Or 6 mos. exp. as Parole Board Hearing Officer, 63711; valid driver's license; 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 &/or responsible for assigned state vehicle (e.g., inspects vehicle, schedules routine maintenance, monitors credit card usage); may require overnight stays; may be required to transport equipment to assigned worksite(s); exposure to inclement weather & disagreeable working conditions within jail facilities, correctional settings, halfway houses & other community facilities (e.g., communicable diseases, violent behavior).