STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	**CLASSIFICATION SERIES**: Parole Program	**SERIES NO.**: 6982
	MAJOR AGENCIES: Parole & Community Services, Adult Parole Authority Only	**EFFECTIVE DATE**: 06/05/2011

SERIES PURPOSE:
The purpose of the parole program occupation is to provide parole & probation programs for convicted individuals. At the lower level, incumbents serve as parole &/or probation specialists for assigned cases. At the middle levels, incumbents supervise unit or supervise personnel, assist in development of or develop, plan & direct existing &/or new programs within specialty program area. At the highest level, incumbents administer division of adult parole authority.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Parole Program Specialist	69821	12	06/05/2011

CLASS CONCEPT:
The full performance level class works under direction & requires considerable knowledge of parole &/or probation services, programs & methods & procedures in order to serve as parole &/or probation specialist for assigned cases, coordinate & implement program activities & participate in program policy development.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Parole Program Specialist Supervisor	69825	13	01/09/2005

CLASS CONCEPT:
The first supervisory level class works under general direction & requires thorough knowledge of parole &/or probation services/programs in order to supervise unit of program specialists & clerical support staff & coordinate unit's development & presentation of programs (e.g., furlough, intermediate transitional detention, intensive parole supervision) to ensure inmates receive correct rehabilitation to facilitate release to community.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Parole Program Administrator 1	69826	14	01/09/2005

CLASS CONCEPT:
The second supervisory level class works under general direction & requires thorough knowledge of parole methods & procedures & parole programs within assigned specialty area & supervisory & management principles/techniques in order to assist supervisor in direction & administration of specialty program area, supervise assigned staff, participate in training programs & perform public relations activities.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Parole Program Administrator 2	69827	15	01/09/2005

CLASS CONCEPT:
The first managerial level class works under general direction & requires thorough knowledge of parole & probation methods & procedures, community service programs, parole supervision &/or probation development activities, supervisory & management principles/techniques in order to develop, plan & direct existing &/or new projects or program area, supervise assigned professional & support staff & perform public relation activities.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Chief of Adult Parole Authority	69828	16	01/09/2005

CLASS CONCEPT:
The second managerial level class works under administrative direction & requires thorough knowledge of parole & probation methods, procedures & programs & extensive knowledge of supervisory & management principles/techniques in order to develop policies & procedures, provide parole & probation programs, supervise administrative & supervisory personnel & provide informational services.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Parole Program Specialist	69821	EX	06/05/2011	12

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.)
Serves as parole &/or probation specialist (e.g., institution program coordinator, deputy compact administrator, coordinator of special services, community program coordinator, assistant furlough coordinator, case analyst, community corrections specialist) in assigned program area for Department of Rehabilitation & Correction, assigns tasks, specifies standards & timelines for completing tasks, approves, rejects & modifies daily work product of Parole Services Supervisors & their respective staff, provides verbal or written work related instructions or orders to Parole Services Supervisors & Parole Services Regional Supervisors, provides input used in personnel evaluations of field staff & initiates disciplinary action for Parole Services Supervisors &/or their subordinate staff within assigned program area, provides direct supervision of work direction to support staff, provides liaison for pre-release readiness between state institutions, community correctional programs & other states, reviews cases for release eligibility, assists community & civic groups in establishing correctional rehabilitation projects & assists supervisor with program scheduling, acts for compact administrator in Interstate Compact Agreement operations, serves as liaison between state, governor's office, outside state & other sources to interpret Ohio compact policies, screens parole & probation violation cases & coordinates return of parolees & probationers, identifies for field staff community resources available to sex offenders & other special client groups & coordinates release of inmates to furlough centers & halfway houses & interviews medical furloughees to determine appropriate center for medical treatment, prepares for formal revocation hearings & presents information to Parole Board during hearing, reviews & approves report &/or testimony of field staff & examines & cross-examines witnesses, ensures appropriate supervision of parolees & probationers, analyzes casework problems, reviews & approves casework decisions of Parole Services Supervisors & subordinate field staff related to presentence investigations, parole & probation violation reports, return recommendations & placements & formulates casework decisions under court imposed time constraints, advises local corrections planning boards regarding program proposals & conducts evaluations of funded community based correctional programs to determine if programs are reducing prison commitments & achieving goals, assists in policy development & implementation for assigned program area, develops, coordinates & provides training to all field staff within assigned program area & identifies special training needs & develops & delivers or monitors specialized training programs to management, field staff & support staff.

Participates in personnel screening, interviewing & selection process & procedures; assists in management of & compliance with collective bargaining agreements; conducts special investigations involving unusual incidents & field staff & identifies violations of standards of employee conduct; represents agency or specialty area at meetings or through committee anticipation for purposes of solidifying effective program implementation & communication (e.g., participates in community interaction meetings, advisory board meetings or committees &/or makes presentations to professional organizations such as criminal justice professionals, legislators &/or other sources); maintains personal contact with judges, attorneys, criminal justice authorities &/or other sources to explain & interpret policy, rules & regulations; performs related planning & miscellaneous tasks (e.g., develops & disseminates field & library materials regarding changing casework techniques &/or information regarding statewide community resources). Prepares, reviews &/or oversees preparation of publications, reports or other work related documentation (e.g., oversees staff report preparation & record keeping; assists with budget preparation; develops & maintains data regarding programs & state wide offender employment trends; interprets & evaluates project activities); obtains & records identification & case data on out-of-state arrests & drafts extradition papers & state warrants; answers inquiries from general public & planning groups; acts for administrator in his/her absence; transports inmates to & from facilities statewide.

MAJOR WORKER CHARACTERISTICS:
Knowledge of speech or effective oral & written communication techniques; agency policies, procedures &/or regulations governing parole, probation & client related activities*; public relations; human relations; EEO, Affirmative Action policies; labor relations; employee training & development; personnel policies & procedures; social work interviewing principles; project/program management; supervisory principles/techniques; counseling; sociology (e.g., sociological aspects of deviance, criminal justice, penology, control & prevention of crime delinquency, basic criminology); social work (e.g., process of rehabilitation); psychology (e.g., educational & vocational appraisal, counseling psychology). Ability to deal with abstract variables & determine specific action; deal with complex problems requiring crisis intervention & resolution; write instructions regarding client programs; gather, collate & classify information about data, people or things; develop good rapport with inmates &/or clients; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries or communications with officials & general public; define problems, collect data, establish facts & draw valid conclusions; develop complex reports & position papers; establish friendly atmosphere as supervisor; direct parole & probation field services operations &/or community correctional programs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of graduate core program in criminology, criminal justice, law enforcement, sociology, social work, psychology or related field; 36 mos. trg. or 36 mos. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in correction/criminal justice agencies operations & investigations; 6 mos. trg. or 6 mos. exp. providing work direction &/or training; valid Ohio Driver's license.

-Or completion of undergraduate core program in criminology, criminal justice, law enforcement, sociology, social work, psychology or related field; 48 mos. trg. or 48 mos. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in corrections/criminal justice agencies operations & investigations; 6 mos. trg. or 6 mos. exp. providing work direction &/or training; valid Ohio Driver's license.

-Or 6 yrs. trg. or 6 yrs. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in corrections/criminal justice agencies operations & investigations; 6 mos. trg. or 6 mos. exp. providing work direction &/or training; valid Ohio Driver's license.

-Or 12 mos. exp. as Senior Parole Officer, 69812; valid Ohio Driver's license.

-Or 24 mos. exp. as Parole Officer, 69810 or 69811; valid Ohio Driver's license.

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
40 hours in service per year which may include personnel policies & procedures, human relations, labor relations, supervision & management principles & techniques, resource development & delivery, policy development & implementation, current correctional research & practices, &/or revisions of criminal law.

UNUSUAL WORKING CONDITIONS:
Some travel required; may be on call 24 hours per day as parole duty officer; may transport program training equipment & supplies. May require exposure to hostile & potentially dangerous inmates & situations.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Parole Program Specialist Supervisor	69825	EX	01/09/2005	13

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 unit of parole program specialists & clerical support staff, coordinates unit's development & presentation of programs (e.g., furlough, intermediate transitional detention; intensive parole supervision) to ensure inmates receive correct rehabilitation to facilitate release to statewide halfway houses &/or community, develops intra-unit policies & procedures, develops parole placement policies with agency-wide impact, serves on committee to review & rewrite agency-wide policies & procedures, participates in resolution of institutional parole release problems, develops community resources for hard-to-place inmates, coordinates paper flow between institutions & parole units, trains field staff & institution personnel in placement process & conducts orientation for new parole & institution staff in placement process & firearms.

Acts as liaison between forty-five (45) parole units and twenty three (23) institutions, acts as resource person for case managers developing parole plans for hard-to-place inmates, provides technical assistance to director of social services at institutions, coordinates with law enforcement agencies on parole violator-at-large cases & parole-to-detainer cases & travels to institutions & six regional parole units to review & monitor parole placements; coordinates with statewide halfway houses to ensure proper placements of furloughees; coordinates & enforces measures to ensure safety of field staff & halfway house staff; coordinates tracking & apprehension of all at-large violators to include parolees, furloughees & intermediate transitional detention (i.e., ITD) releases; coordinates & arranges extraditions of at-large violators out-of-state.

Prepares detailed reports regarding parole releases on monthly basis; oversees preparation of rejection reports & alternate parole plans; prepares special reports; transports inmates to & from facilities statewide.

MAJOR WORKER CHARACTERISTICS:
Knowledge of criminology, criminal justice, law enforcement, sociology to include sociological aspects of deviance, criminal justice, penalty, control & prevention of criminal delinquency, basic criminology, social work to include processes of rehabilitation or psychology to include educational & vocational appraisal & counseling psychology; supervisory principles & techniques, agency guidelines, policies, procedures &/or regulations pertaining to parole, probation & client related activities*; equal employment opportunity (i.e., EEO) & affirmative action policies & procedures*; employee training & development; interviewing; public relations; speech or effective oral & written communication; law enforcement, probation, parole or adult correction/rehabilitation system. Ability to deal with abstract & concrete variables & determine specific actions; develop complex reports & position papers; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from & contacts with officials & public; write instructions regarding training.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of graduate core program in criminology, criminal justice, law enforcement, sociology, social work, psychology or related field; 48 mos. trg. or 48 mos. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in correction/criminal justice agencies operations & investigations; 12 mos. trg. or 12 mos. exp. providing work direction & training; valid Ohio Driver's license.

-Or completion of undergraduate core program in criminology, criminal justice, law enforcement, sociology, social work, psychology or related field; 60 mos. trg. or 60 mos. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in corrections/criminal justice agencies operations & investigations; 12 mos. trg. or 12 mos. exp. providing work direction & training; valid Ohio Driver's license.

-Or 7 yrs. trg. or 7 yrs. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in corrections/criminal justice agencies operations & investigations; 12 mos. trg. or 12 mos. exp. providing, work direction & training; valid Ohio Driver's license.

-Or 12 mos. exp. as Parole Services Supervisor, 69816; valid Ohio Driver's license.

-Or 12 mos. exp. as Parole Program Specialist, 69821; valid Ohio Driver's license.

-Or alternative 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 be on call 24 hours per day as parole duty officer; may transport program training equipment & supplies; may require exposure to hostile & potentially dangerous inmates & situations.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Parole Program Administrator 1	69826	EX	01/09/2005	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.)
Assists supervisor in assigned specialty program area (e.g., special community service & release programs related to probation, parole, furlough, investigations &/or reintegration center operations; probation pre-sentence & post-sentence investigation operations) direction & administration (e.g., conducts or participates in staff meetings; interprets policies & procedures; issues progress reports to supervisors; develops & recommends improved procedures & services for assigned program; assists with manpower planning & budget requests), supervises parole services supervisor &/or parole services regional supervisor &/or parole program specialist personnel involved in related work & reviews &/or directs central office staff in case reviews of program reports (e.g., probation supervision reports; summary progress reports, pre-sentence & post-sentence investigation reports from probation investigation units, field recommendations for final discharge).

Conducts on-site training of new field supervisors &/or officers & consults with training officer in planning & conducting inservice training programs for specialty area personnel (e.g., probation or parole personnel, probation supervision personnel).

Performs various public relations activities (e.g., acts as liaison with common pleas courts for both contractual & non-contractual services; meets with county judges, law enforcement agencies & related public agencies such as parole boards to promote programs, services &/or functions) & miscellaneous tasks (e.g., conducts investigations or interviews regarding central office or district personnel problems, inmates' parole plans or case matters; attends personnel hearings; interviews applicants for investigation positions; keeps apprised of new developments in field of community corrections); transports inmates to & from facilities statewide.

MAJOR WORKER CHARACTERISTICS:
Knowledge of speech or effective communication techniques; agency policies, procedures &/or regulations governing community services & release program activities*; public relations; human relations; social work (e.g., implications in rehabilitation); project/program management; management supervisory principles/techniques*; sociology (e.g., sociological aspects of deviance, criminal justice, penology, control & prevention of crime delinquency, basic criminology); budgeting*; psychology (e.g., abnormal behavior, applications of psychology, social psychology, human behavior problems); employee counseling. Ability to deal with many variables & determine specific action; develop complex reports & position papers; gather, collate & classify information about data, people or things; establish friendly atmosphere as assistant program administrator or superintendent; write instructions & specifications regarding training; deal with some abstract but mostly concrete variables; handle sensitive inquiries from & contacts with officials & public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of graduate core program in criminology, criminal justice, law enforcement, sociology, social work, psychology or related field; 60 mos. trg. or 60 mos. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in correction/criminal justice agencies operations & investigations; 24 mos. trg. or 24 mos. exp. in supervisory principles & techniques; valid Ohio Driver's license.

-Or completion of undergraduate core program in criminology, criminal justice, law enforcement, sociology, social work, psychology or related field; 72 mos. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in corrections/criminal justice agencies operations & investigations; 24 mos. trg. or 24 mos. exp. in supervisory principles & techniques; valid Ohio Driver's license.

-Or 8 yrs. trg. or 8 yrs. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in corrections/criminal justice agencies operations & investigations; 24 mos. trg. or 24 mos. exp. in supervisory principles & techniques; valid Ohio Driver's license.

-Or 12 mos. exp. as Parole Program Specialist Supervisor, 69825; valid Ohio Driver's license.

-Or 12 mos. exp. as Parole Services Supervisor, 69816; valid Ohio Driver's license.

-Or 12 mos. exp. as Parole Program Specialist, 69821; valid Ohio 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 be on call 24 hours per day as parole duty officer; may transport program training equipment & supplies; may require exposure to hostile & potentially dangerous inmates & situations.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Parole Program Administrator 2	69827	EX	01/09/2005	15

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.)

For central office of Bureau of Adult Parole Authority, Division of Parole & Community Services, has overall responsibility in developing, planning & directing existing &/or new state or federally funded program area, (e.g., acts as administrator of Bureau of Community Services, or superintendent of Parole Supervision or superintendent of Probation Development) or special project (e.g., Community Corrections Act (see sections 5149.30 or 5149.37) of Revised Code regarding halfway house inspections, certification & funding & community corrections & halfway house programs; or parole field services, furlough supervision, furlough residential centers, parole case review, parole placement services & specialized treatment services; or probation field services, pre & past-sentence investigation functions & probation case review), coordinates related agency activities with other entities (e.g., halfway house association, contract agencies & local units of government; local units with central office of state agencies & departmental personnel), prepares program progress reports &/or proposals for new programs (e.g., reports regarding implementation of community corrections act; recommendations or proposals for new programs to appointing authority & departmental managing officers), plans & prepares budget (e.g., recommends personnel & equipment for pertinent project sections, depicts new program proposed expenditures) & drafts policy & procedural bulletins as necessary.

Supervises parole program administrative, supervisory, technical & clerical support staff) & performs various other supervisory tasks (e.g., delegates assignments & instructions to central office & field or furlough staff or delegates tasks & instructs halfway house coordinator & field liaison personnel; supervises inspection, certification & funding of halfway houses; disseminates information on policy or procedural changes in writing or through staff meetings; directs evaluation of unit or furlough center operations, caseload certification & vendor services; counsels supervisors &/or staff regarding problem areas & holds statewide staff &/or regional meetings on policies, procedures or new programs).

Performs various program related public relations tasks (e.g., coordinates public releases to media with public information office, maintains contact & coordinates activities with social service & law enforcement agencies, attends meetings & speaks to civic & social agencies) & coordinates activities with other sections within Adult Parole Authority, Division of Parole & Community Services & Department of Rehabilitation & Correction.

Conducts &/or directs research into problems or existing programs (e.g., surveys other states' community correction programs) & performs various other research related activities (e.g., writes & publishes research studies & reports; makes recommendations to division managers on research topics; surveys latest advances in correctional treatment programs, court decisions, new legislation & new procedures; attends meetings & seminars; reviews organization publications such as of American Correctional Association & National Council on Crime & Delinquency).

MAJOR WORKER CHARACTERISTICS:

Knowledge of speech or effective communication techniques; agency policies, procedures &/or regulations governing community services, parole supervision &/or probation development activities*; public relations; human relations; social work (e.g., implications in rehabilitation); project/program management; supervisory principles/techniques; sociology (e.g., sociological aspects of deviance, criminal justice, penology, control & prevention of crime delinquency, basic criminology); budgeting; psychology (e.g., abnormal behavior, applications of psychology, social psychology, human behavior problems); employee counseling. Ability to deal with many variables & determine specific action; develop complex reports & position papers; gather, collate & classify information about data, people or things; establish friendly atmosphere as program administrator or superintendent; resolve complaints from angry citizens & government officials; deal with some abstract but mostly concrete variables; prepare & deliver speeches before specialized audiences & general public; use proper research methods in gathering data; write instructions regarding policy or procedural changes & implementation.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in social work, criminal justice, law or other comparable field; 12 mos. exp. in law enforcement, probation or parole or adult correction/rehabilitation system; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques.

-Or completion of undergraduate core program in academic areas cited in first option, except law; 24 mos. exp. in law enforcement, probation or parole or adult correction/rehabilitation system; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques.

-Or 12 mos. exp. as Parole Program Administrator 1, 69826.

-Or 5 yrs. exp. in law enforcement, probation, parole or adult correction/rehabilitation work or combination thereof; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques.

-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:
Not applicable.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Chief of Adult Parole Authority	69828	EX	01/09/2005	16

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.)
Administers appropriate provisions of Revised Code to provide parole & probation programs, prepares budget, develops policies & procedures, administers special programs & performs high-level decision-making function (e.g., issues arrest warrants for violators; restores supervision status in case of error in violation report or minor violation; assigns cases for investigation upon receipt of clemency application; terminates jurisdiction when parolee is under previous or concurrent sentence or after extended term of violation; maintains interstate agreements or compacts relative to probation & parole).

Plans, organizes, directs & supervises staffing, information systems & parole & probation operations; reviews records, reports & staff recommendations; conducts staff meetings to issue directives, interpret & implement policies & procedures & to obtain information.

Provides information to general public & any specialized group or organization on request; directs public relations activities; makes presentations at meetings & for media; answers correspondence & other inquiries; responds to & takes action on complaints.

Serves as director's designee on commission to administer application, use & reporting requirements for federally funded parole & probation programs; directs parole/probation-related research projects.

MAJOR WORKER CHARACTERISTICS:
Knowledge of budgeting; project/program management; manpower planning*; criminal law; provisions of Revised Code relative to adult probation & parole*; employee training & development; supervisory principles/techniques; interviewing; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; establish friendly atmosphere as administrator of large operation; interview job applicants & determine work best suited to them; prepare & present speeches on probation & parole before general public & specialized groups; handle sensitive contacts & inquiries from general public & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of graduate core program in social work, criminal justice, law or other comparable field; 24 mos. exp. in law enforcement, probation or parole or adult correction/rehabilitation system; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or completion of undergraduate core program in academic areas cited in first option, except law; 36 mos. exp. in law enforcement, probation or parole or adult correction/rehabilitation system; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or 12 mos. exp. as Parole Program Administrator 2, 69827.

-Or 6 yrs. exp. in law enforcement, probation, parole or adult correction/rehabilitation work or combination thereof; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-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:
Not applicable.