OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

New AUG 0 2 1987

CLASS TITLE: Parole Services Supervisor

CODE: 69816C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ.

FUNCTION: Under general direction from regional supervisor, supervises all unit personnel in application of policies & procedures & implementation of agency programs;

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	90-100	Assists regional supervisor in planning complex programs (e.g., investigations, supervision & counseling of parolees & probationers) & development of treatment programs, organizes & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., all unit personnel); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment in implementing plans & programs, directs supervision of parolees & probationers, supervises clerical staff, directs preparation & maintenance of reports & records, interprets program objectives, methods, agency policies & procedures, develops community resources, establishes unit training goals, plans & participates in training of parole officers, conducts staff meetings, determines unit needs, implements cost-saving procedures & prepares status & progress reports.	Knowledge of (1) management, (2) supervision, (3) principles of training & development, (4) probation & parole, (5) office practices & procedures, (6) government structure & process, (7) public relations; ability to (8) establish friendly atmosphere as supervisor of work unit, (9) deal with some abstract, but mostly concrete variables, (10) use statistical analysis.
2	2-8	Speaks to community & civic groups on policies & problems related to parole & probation; interprets & explains agency program objectives & methods & policies to assure understanding & cooperation of other agencies & community; reviews literature pertaining to field of parole & probation.	Knowledge of 4, 8; ability to 9, (11) prepare & deliver speeches before varied audiences, (12) handle sensitive contacts & inquiries.

(1066)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 18 mos. exp. in Ohio's adult correctional system as parole/probation officer plus: 6 mos. in providing work direction & training to other parole/probation officers; or equivalent. Successful completion of 120-Hour Correction Pre-Service Training Program.

FORM ADM-4134

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