

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

Parole Board/ Release Authority Member

SERIES NO.:

6231

MAJOR AGENCIES:

DR&C - Adult Parole Authority &

DYS - Release Authority only

EFFECTIVE DATE:**SERIES PURPOSE:**

The purpose of the parole board member/release authority occupation is to serve as full-time member of the parole board/release authority & perform advisory, administrative & regulatory functions.

At the lower level, incumbents conduct hearings & make decisions whether to grant or deny release of inmates or regarding release & discharge of children under legal custody. At the higher level, incumbents serve as chairperson of parole board & administer parole board parole, furlough & clemency hearings.

CLASS TITLE:

Parole Board/Release Authority Member

CLASS NUMBER:

62311

EFFECTIVE DATE:

07/26/1998

CLASS CONCEPT:

The first managerial level class works under general direction & requires thorough knowledge of law or social & behavioral science & agency, state & federal laws, rules & regulations pertaining to parole/probation & release program activities for adult felons or release & discharge activities for delinquent children in order to serve as full-time parole board/release authority member, conduct hearings to evaluate factors leading to determination & decision whether to grant or deny paroles, commutations & furloughs, consider applications for clemency & conduct clemency hearings & prepare recommendations for Governor or to act collectively with other board members to make decisions regarding release & discharge of all children committed to legal custody of Department of Youth Services.

CLASS TITLE:

Parole Board Chairperson

CLASS NUMBER:

62313

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The second managerial level class works under administrative direction & requires extensive knowledge of social & behavioral science & agency, state & federal laws, rules & regulations pertaining to parole/ probation & release program activities & supervisory principles/techniques in order to serve as chairperson for parole board, assign work & schedule board members & hearing officers to institutional panels, participate in correctional planning & parole board policy determination, review, analyze & evaluate all parole, shock parole, furlough release, pardon/commutation applications & provide liaison with Governor's office & supervise staff members.

CLASS TITLE: Parole Board/Release Authority Member	CLASS NUMBER: 62311	BARGAINING UNIT: EX
--	-------------------------------	-------------------------------

EFFECTIVE DATE:
07/26/1998

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.)

Performs duties as member of hearing panel/release authority (e.g., conducts hearings to evaluate factors leading to determination & decision on release of individuals from adult penal or reformatory institution or on release & discharge of children committed to legal custody of Department of Youth Services throughout state; listens to testimonies of interested parties & makes recommendations on individual paroles, commutations & furloughs; reviews & evaluates all applications as to degree of rehabilitation & possibility of successful adjustment or makes decisions on release & discharge of delinquent children collectively with other board members; issues subpoenas, administers oaths & interrogates witnesses; researches files to obtain & assess inmates'/youths' past history & current data).

Considers applications for clemency submitted to Parole Board, conducts hearings & prepares reports on recommendations for Governor; conducts hearings to determine if parole violations have occurred & whether reincarceration of released offenders is appropriate; establishes written policies & procedures for conducting periodic review of status of each child in custody of Department of Youth Services & adopts rules & written policies & procedures to govern operations of Release Authority.

Conducts office interviews &/or corresponds with members of public, friends & relatives of inmates, attorneys & public officials regarding parole & clemency matters; cooperates with public & private agencies, communities, private groups & individuals for development & improvement of Release Authority services; addresses civic groups, seminars & professional organizations; teaches in-service & pre-service classes at correctional training academy.

Maintains records of official actions, decision, orders & hearings summaries & makes records accessible according to law; collects, develops & maintains statistical information regarding services & decisions; prepares & submits annual report to director of Department of Youth Services.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law or social & behavioral sciences; counseling & interviewing; agency, state & federal laws, rules & regulations pertaining to parole/probation &/or release & discharge program activities. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare specialized reports &/or correspondence; gather, collate & classify information about people, places or things; develop good rapport with inmates/delinquent children.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in correctional work (i.e., including law enforcement, probation or parole), social work or law; 5 yrs. exp. in law, social work or correctional work (i.e., including law enforcement, probation or parole) or in combination of three categories.

For positions with Release Authority, director of Department of Youth Services shall ensure selected members meet qualifications as mandated in Section 5139.50 (B) of Ohio Revised Code.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires extensive travel throughout state & contact with inmates/delinquent children.

CLASS TITLE: Parole Board Chairperson	CLASS NUMBER: 62313	BARGAINING UNIT: EX
---	-------------------------------	-------------------------------

EFFECTIVE DATE:

06/22/1990

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.)

Assigns work & schedules board members & hearing officers to institutional panels on monthly basis, presides over full board meetings for scheduled hearings & participates in correctional planning & parole board policy determination.

Serves as chairperson on all full board pardon & scheduled hearings, planning & policy meetings; completes institutional panel in absence of board member or hearing officer; reviews, analyzes & evaluates all applications (e.g., parole, shock parole, furlough release, pardon/commutation) & classification material as to possibility for rehabilitation with successful societal adjustment.

Directly supervises staff members (e.g., board member, board administrator, hearing officers); certifies expense vouchers.

Represents board on official communications & policy & position statements; provides liaison with Governor's office, legislature & various correctional institutions; meets with news media, general public & inmate families; represents board viewpoint on policy, procedure & specific cases.

MAJOR WORKER CHARACTERISTICS:

Knowledge of social work, correctional work or law; counseling & interviewing; agency, state & federal laws, rules or regulations pertaining to parole/probation & release program activities; management principles/techniques*; supervisory principles/techniques*; public relations*. Ability to define problems, collect data, establish facts & draw valid conclusions; develop complex reports & position papers; handle sensitive inquiries from & contacts with officials & general public; establish friendly atmosphere as chairperson of parole board; develop good rapport with inmates.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in correctional work (i.e., including law enforcement, probation or parole), social work or law; 6 yrs. exp. in law, social work or correctional work (i.e., including law enforcement, probation or parole) or in combination of three categories.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel throughout state & contact with inmates.