

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

Parole Board Hearing Officer

**SERIES NO.:**

6371

**MAJOR AGENCIES:**

Rehabilitation &amp; Correction only

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

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

At the first level, incumbents conduct necessary review & evaluation of file data & conducts interviews with inmates & management personnel in preparation for hearings, prepare & present cases to parole board for approval of Initial Panel's decisions to go outside of parole guidelines & conduct hearings in the institution with or without parole board & conduct on-site hearings in the field.

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.

**CLASS TITLE:**

Parole Board Hearing Officer

**CLASS NUMBER:**

63711

**EFFECTIVE DATE:**

06/26/1994

**CLASS CONCEPT:**

The advanced level class works under general direction & requires thorough 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 conduct background research of inmates eligible for consideration of release/revocation, prepare & present cases to parole board for approval of Initial Panel's decision to go outside of parole guidelines & conduct hearings for parole board to make decisions for or against release of inmates.

**CLASS TITLE:**

Parole Board Hearing Officer Supervisor

**CLASS NUMBER:**

63715

**EFFECTIVE DATE:**

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.

<b>CLASS TITLE:</b> Parole Board Hearing Officer	<b>CLASS NUMBER:</b> 63711	<b>BARGAINING UNIT:</b> 14
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**EFFECTIVE DATE:**

06/26/1994

**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.)**

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 their 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), 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, assists parole board members in coordinating release consideration hearings to be held at institutions or on-site hearings in field & conducts hearings (e.g., interviews witnesses & inmates & evaluates testimony evidence & case file information) for final decision by parole board for or against release of inmates, conducts file reviews of inmates to determine whether earlier Board appearances are warranted, plans & coordinates inmate release consideration & parole violator hearing operations, interviews inmates & witnesses during hearing process, evaluates testimony, evidence & case file information & makes release decisions for some classification of inmates with final sign-off from Parole Board.

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; interacts & corresponds with defense attorneys, law enforcement officials, prosecutors & other criminal justice officials on preparation for & conducting of release violation hearings (i.e., pre-hearing conferences with field staff & defense attorneys); interviews inmates, releasees & witnesses; researches applicable statutes & regulations; interprets policies & procedures; assures due process; takes testimony; 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; drafts decisions from probable cause hearings & drafts digests from final revocation hearings for administrative review & preservation.

Directs & monitors review process on special review cases (e.g., organizes information & data on results of review procedure for distribution to agency personnel; makes decisions as to which cases warrant earlier appearance before parole board for hearings); advises institutional staff on release eligibility of inmates & on parole board rules & procedures.

Maintains security of files & operates automobile to transport confidential files to & from hearings; originates hearing digest on evidence & testimony presented at hearings which was relied upon to make release/revocation decision; originates & completes required reports & records; assists in training new parole board hearing officers & instructs other hearing officers & parole board members on special cases &/or changes in policy or procedures; maintains & promotes good public & human relations which includes preparing & delivering speeches & responding to telephone inquiries & written correspondence from members of community & various other representatives within criminal justice system regarding release eligibility, hearing decisions & parole board policies & procedures; serves as member of hearing panel; develops & evaluates policies & procedures governing release/revocation hearings & review process to identify problems & recommends needed revisions.

**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\*; 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 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; valid driver's license.

-Or completion of associate 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; 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; must provide personal automobile.

<b>CLASS TITLE:</b> Parole Board Hearing Officer Supervisor	<b>CLASS NUMBER:</b> 63715	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

03/07/2004

**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.