

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

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| <u>CLASSIFICATION SERIES:</u> Juvenile Parole Officer | <u>SERIES NO.:</u> 6986 |
| <u>MAJOR AGENCIES:</u> Department of Youth Services only | <u>EFFECTIVE DATE:</u> 09/02/2007 |

SERIES PURPOSE:

The purpose of the juvenile parole officer occupation is to develop case plans to support successful transition of juvenile offenders back into the community & to monitor juvenile offenders while on parole from a Department of Youth Services facility to ensure compliance with terms of release.

At the first level, incumbents develop case plans to support successful transition of juvenile offenders back into community & monitor juvenile offenders while on parole from a Department of Youth Services facility to ensure compliance with terms of release.

At the second level, incumbents coordinate regional parole activities & substitute in absence of a supervisor.

At the supervisory level, incumbents supervise unit (i.e., to include juvenile parole officer &/or senior juvenile parole officer), represent Department of Youth Services on boards of Community Corrections Facilities & Family & Children First Councils, provide program management for regional contracting process & re-entry programming & serve as administrator of office in absence of Regional Administrator.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>PAY RANGE</u> | <u>EFFECTIVE</u> |
|---------------------------|----------------------------|-------------------------|-------------------------|
| Juvenile Parole Officer | 69861 | 10 | 09/02/2007 |

CLASS CONCEPT:

The full performance level class works under general supervision & requires thorough knowledge of criminal justice, criminology, social work, sociology or related field in order to develop case plans to support successful transition of juvenile offenders back into community & monitor juvenile offenders while on parole from a Department of Youth Services facility to ensure compliance with terms of release.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>PAY RANGE</u> | <u>EFFECTIVE</u> |
|--------------------------------|----------------------------|-------------------------|-------------------------|
| Senior Juvenile Parole Officer | 69862 | 11 | 09/02/2007 |

CLASS CONCEPT:

The advanced level class works under general supervision & requires considerable knowledge of parole & probation, agency policies & procedures regarding offender caseload activities & techniques in order to coordinate regional parole activities & substitute in absence of a supervisor.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>PAY RANGE</u> | <u>EFFECTIVE</u> |
|-------------------------------------|----------------------------|-------------------------|-------------------------|
| Juvenile Parole Services Supervisor | 69865 | 13 | 04/02/2006 |

CLASS CONCEPT:

The first supervisory level class works under general direction & requires considerable knowledge of management & supervisory principles/techniques & probation & parole activities in order to supervise unit (i.e., to include juvenile parole officer &/or senior juvenile parole officer), represent Department of Youth Services on boards of Community Corrections Facilities & Family & Children First Councils, provide program management for regional contracting process & re-entry programming & serve as administrator of office in absence of Regional Administrator.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|-------------------------|---------------------|--------------|------------------|------------------|
| Juvenile Parole Officer | 69861 | 012 | 09/02/2007 | 10 |

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.)

Develops case plans to support successful transition of juvenile offenders back into community that include appropriate treatment & transitional support services (e.g., academic, vocational training, mental health treatment, substance abuse counseling), monitors caseload of juvenile offenders on parole status in any county in region based on operational need to ensure compliance with terms of release, arranges for & coordinates community services that support goals & objectives of case plan, interviews youth & family to develop & monitor case plan goals, objectives & terms & conditions of parole, negotiates collaborative funding & resources with appropriate agencies for treatment & services, counsels youth & family regarding adjustments to community life (e.g., academic, vocational, substance abuse, recreational), makes referrals to specialized programs & to community agencies, maintains contact (e.g., in-office, home &/or field visits, in writing, by telephone) with youth, family, school officials & other service providers to monitor progress & adherence to parole agreement, modifies & updates treatment plan, imposes graduated sanctions/interventions & incentives for youth compliance & noncompliance, enforces court ordered actions (e.g., payment of restitution, fines, volunteer work), responds to unexpected circumstances &/or crisis situations involving parolees in caseload, administers drug & alcohol testing by collecting specimens using drug testing kit.

Prepares, types & transmits comprehensive case communications & reports (e.g., social histories, case assessments, progress reports, revocation reports, discharge reports) for court submission; compiles statistical reports; maintains & protects confidentiality of data & documents to satisfy all legal requirements & department policy.

Serves on treatment teams, attends conferences, workshops & training sessions; represents Department of Youth Services at court hearings & provides testimony; formulates & presents recommendation for court disposition; collaborates with law enforcement agencies, court personnel & other community representatives on recommendations, placement & services; attends Family & Children First Council meetings in counties served; participates in special projects (e.g., Governor's Partnership for Success), provides input used to develop, evaluate & improve community-based programs.

Attends meetings & training to maintain required certifications (e.g., First Aid, CPR) & proficiency in unarmed self-defense techniques, use of restraining devices, non-lethal force & field safety techniques.

MAJOR WORKER CHARACTERISTICS:

Knowledge of behavioral or social sciences; safety practices (e.g., first aid, C.P.R.)*; human relations; techniques & methods for interviewing others to obtain information; legal codes, regulations & court procedures applicable to juvenile offenders*; availability & use of community resources for juveniles; agency policies & procedures governing drug test administration & parole services*. Skill in unarmed self-defense*; operation of personal computer; use of surveillance equipment*. Ability to handle sensitive inquiries & contacts with clients, their families & public; establish & maintain effective working relationships with court officials, law enforcement agencies & service agencies; prepare meaningful, concise & accurate reports; demonstrate agility; recognize unusual or threatening conditions & take appropriate action.

(*) Developed after employment

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Undergraduate core coursework in criminal justice, criminology, social work, sociology or related field; valid driver's license; 6 mos. exp. in probation or parole case management &/or probation or parole crisis management.

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

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

Must maintain unarmed self-defense & C.P.R./first aid certifications; must maintain valid driver's license.

UNUSUAL WORKING CONDITIONS:

Requires travel; must provide own transportation; collects & transports urine samples for substance abuse testing; exposed to risk of illness & injury from offenders who may be hostile & dangerous; work evening &/or weekends.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|--------------------------------|---------------------|--------------|------------------|------------------|
| Senior Juvenile Parole Officer | 69862 | 012 | 09/02/2007 | 11 |

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.)

Coordinates regional parole activities (e.g., establishes, plans & coordinates training program, monitors & maintains departmental security threat group (STG) coordination with law enforcement, monitors, tracks & validates warrants, LEADS & NCIC checks on youth not in compliance with parole, coordinates with community correctional facilities for regulatory compliance & training issues, establishes, coordinates & monitors volunteer program, establishes, coordinates & monitors community sites & programs, assists with & coordinates American Correctional Association (ACA) accreditation compliance, assists with & coordinates special needs placement planning for youth on parole, participates in community initiatives programming) & substitutes in absence of a supervisor.

Develops case plans to support successful transition of juvenile offenders back into community & monitor juvenile offenders while on parole from Department of Youth Services facility to ensure compliance with terms of release arranges for & coordinates community services that support goals & objectives of case plan, interviews youth & family to develop & monitor case plan goals, objectives & terms & conditions of parole, negotiates collaborative funding & resources with appropriate agencies for treatment & services, counsels youth & family regarding adjustments to community life (e.g., academic, vocational, substance abuse, recreational), makes referrals to specialized programs & to community agencies, maintains contact (e.g., in-office, home &/or field visits, in writing, by telephone) with youth, family, school officials & other service providers to monitor progress & adherence to parole agreement, modifies & updates treatment plan, imposes graduated sanctions/interventions & incentives for youth compliance & noncompliance, enforces court ordered actions (e.g., payment of restitution, fines, volunteer work), responds to unexpected circumstances &/or crisis situations involving parolees in caseload, administers drug & alcohol testing by collecting specimens using drug testing kit.

Serves as liaison between other facilities, agencies, courts & community support services; attends Family & Children's First Councils & county cluster meetings & other meetings as required by Regional Administrator; participates in strategic planning processes in community & agency.

Serves as training liaison between staff & Department of Youth Services Bureau of Staff Development for assigned region; oversees regional training committee & training of regional staff; conducts training sessions when necessary & maintains training records; coordinates work, training, recruitment & retention of volunteers & interns.

Writes, reviews & maintains case management data; assists Juvenile Parole Officers in case planning &/or report writing, represents regional staff at selected community

Attends meetings & training to maintain required certifications (e.g., First Aid, CPR) & proficiency in unarmed self-defense techniques, use of restraining devices, non-lethal force & field safety techniques.

MAJOR WORKER CHARACTERISTICS:

Knowledge of behavioral or social sciences; safety practices (e.g., first aid, C.P.R.); human relations; techniques & methods for interviewing others to obtain information; legal codes, regulations & court procedures applicable to juvenile offenders; availability & use of community resources for juveniles; agency policies & procedures governing drug test administration* & parole services*; supervisory principles & techniques*. Skill in unarmed self-defense; operation of personal computer, surveillance equipment*; Ability to handle sensitive inquires & contacts with clients & their families & public; establish & maintain effective working relationships with court officials, law enforcement agencies & service agencies; prepare meaningful, concise & accurate reports; demonstrate agility; recognize unusual or threatening conditions & take appropriate action.

(*) Developed after employment

MINIMUM CLASS QUALIFICATIONS:

Undergraduate core coursework in criminal justice, criminology, social work, sociology or related field; 6 mos. exp. in probation or parole case management &/or probation or parole crisis management; 36 mos. exp. as a juvenile parole officer.

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

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

Must maintain unarmed self-defense & C.P.R./first aid certifications; must maintain valid driver's license.

UNUSUAL WORKING CONDITIONS:

Requires travel; must provide own transportation; collects & transports urine samples for substance abuse testing; exposed to risk of illness & injury from offenders who may be hostile & dangerous; work evening &/or weekends.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|-------------------------------------|---------------------|--------------|------------------|------------------|
| Juvenile Parole Services Supervisor | 69865 | EX | 04/02/2006 | 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 (i.e., to include juvenile parole officer &/or senior juvenile parole officer), represents Department of Youth Services on boards of Community Corrections Facilities that provide service to multiple counties (e.g., serves on board of directors, monitors facilities to ensure compliance with program design) & Family & Children First Councils (e.g., brokers & coordinates services, develops & enhances county service coordination mechanisms, negotiates & approves spending & treatment for individuals & programs, maintains & develops network of programs & services in order to coordinate referrals), provides program management for regional contracting process (e.g., evaluates Request for Proposals of potential contractors, assists in development & monitoring of community residential & non-residential services, directs individualized services, establishes &/or negotiates rates for services) & re-entry programming (e.g., assists communities & providers in conducting activities aimed at prevention & control of juvenile delinquency, develops programs, defines outcome measures, & gathers & processes statistical data), & serves as administrator of office in absence of Regional Administrator.

Coordinates with Release Authority on discharge of youth; oversees case staffings; compiles monthly statistical data; oversees RITS data entry; supervises case audits, investigations, & maintenance of youth files; operates computer terminal/personal computer to enter, edit & retrieve data &/or produce correspondence, records &/or reports; serves on treatment teams.

Analyzes, develops & recommends amendments to policies that impact parole operations for bureau; maintains extensive personal contact with courts, law enforcement agencies, community correction facilities, service providers & community leaders relative to ODYS policies, programs & procedures; responsible for oversight of ACA standards; serves on various committees (e.g., develops & refines programs & services, formulates policy); attends meetings, seminars & training.

MAJOR WORKER CHARACTERISTICS:

Knowledge of behavioral or social sciences (e.g., criminology, criminal justice, social work, psychology); safety practices (e.g., first aid, C.P.R.); human relations; public relations; legal codes, (e.g., ORC 5139, ORC 2151) regulations & court procedures applicable to juvenile offenders; availability & use of community resources for juveniles; agency policies & procedures governing & parole services*; managerial principles/techniques; supervisory principles & techniques; employee training & development; workforce planning. Skill in unarmed self-defense; operation of personal computer, surveillance equipment*; establish & maintain effective working relationships with court officials, law enforcement agencies & service agencies; handle sensitive contacts & inquiries; prepare meaningful, concise & accurate reports; demonstrate agility; recognize unusual or threatening conditions & take appropriate action.

(*) Developed after employment

MINIMUM CLASS QUALIFICATIONS:

Graduate core coursework in criminal justice, criminology, social work, sociology or related field; 36 mos. trg. or 36 mos. exp. in community corrections to include probation or parole case management, report writing, offender treatment & program delivery & participation in correction/criminal justice agencies operations.

-Or undergraduate core coursework in criminal justice, criminology, social work, sociology or related field; 48 mos. trg. or 48 mos. exp. in community corrections to include probation or parole case management, report writing, offender treatment & program delivery & participation in correction/criminal justice agencies.

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

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

Must maintain unarmed self-defense & C.P.R./first aid certifications; must maintain valid driver's license.

UNUSUAL WORKING CONDITIONS:

Requires travel; must provide own transportation; exposed to risk of illness & injury from offenders who may be hostile & dangerous; work evening &/or weekends.