

DESCRIPTION: Under limited supervision, assists with the management and administration of the adult parole function; administers and manages district and regional offices; chairs administrative hearings; and develops and maintains compliance with policies, procedures, and standards; performs related work as required.

DISTINGUISHING CHARACTERISTICS: Not available.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, assigns, and directs the work activities of subordinate staff to facilitate the attainment of established goals and to ensure the consistent application of adult parole and/or technical policies, procedures, and guidelines.

Confers with and counsels subordinate staff to exchange information on and/or explain work policies, procedures, and guidelines and to identify the characteristics and impact of and formulate possible solutions to work related problems.

Reviews and compares work performance of subordinate staff with established standards to determine employee production levels and training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations, and grievance dispositions.

Trains subordinate staff in the principles, practices, policies, and procedures of parole supervision to maintain and/or improve production levels of employees in accordance with established work performance standards.

Develops and directs the implementation of operational plans pertinent to adult parole to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Evaluates and determines disposition of new and/or revised rules and procedures recommended by agency staff or representatives of other organizations to assess the impact of the proposals on the administrative and program systems and to ensure each proposal responds to program needs and is consistent with State and federal law.

Chairs hearings for parole violations to discover and analyze the facts and to recommend appropriate actions to the Parole Administrator.

Compiles the activities of each district to monitor and compare the production to formulate solutions to potential problems, to furnish a monthly report to the Parole Administrator, and to have a documented activities history.

Reviews and approves or denies Parole Officer's decisions affecting the status of a parolee to ensure compliance with established policies, procedures, and standards and to ensure consistent fair treatment of the parolee.

C66554 – ASSISTANT PAROLE ADMINISTRATOR/ADULT (continued)

Represents the department with community service agencies, law enforcement, the court system, educational institutions and the general public to foster cooperative efforts and good public relations.

Coordinates the accreditation process to ensure compliance with the ACA standards and effective Parole Administrator.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Department of Correctional Services' organization, programs, services, missions, goals, objectives, rules, administrative regulations, operations memorandums, accreditation, policies, and Adult Parole procedures and practices as they apply to adult parole; the State's criminal justice system; applicable State Statutes; principles of public information; community organizations, public information channels, and services provided by public and private community agencies; modern principles, practices, and methods of adult parole administration; the attitudes, problems, and behavior of parolees; educational/vocational training and rehabilitation programs; security requirements and techniques; budgeting; accounting; finance; personnel management; effective methods of supervision; management principles; and relevant case law.

Ability to: understand administrative policy; develop and install adult parole procedures and operations and evaluate their efficiency and effectiveness; effectively analyze situations and exercise judgement and discretion in interpreting and applying department policies; deal with employees, parolees, and the public with tact and diplomacy; establish and maintain effective working relationships with subordinates, supervisors, public and private officials, and the news media; communicate effectively with a variety of people, parolees, peers, staff, public, news media; supervise staff; manage resources; handle sensitive issues.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process must request this in advance.)

Bachelor degree in appropriate discipline and related administrative experience with demonstrated administrative ability and leadership OR completion of a career development program including work-related experience, training, or college credits equivalent to the Bachelor degree.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).