



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5100

DIRECTOR, PAROLE AND PROBATION SERVICES

GRADE Q

SCOPE OF WORK:

Work involves planning and directing the functions of Parole and Probation Services within the Department of Corrections and Rehabilitation (DOCR).

DUTIES PERFORMED:

- Manage the supervision programs for all offenders; establish and enforce procedures, policies, standards, goals and objectives of programs; assess program effectiveness in providing supervision/services for offenders.
- Direct and manage staff and activities of parole and probation; select, train and evaluate staff, ensure adequate staffing levels and assign work, manage work performance, provide for employee professional development.
- Direct and manage the Parole and Probation supervision fee program.
- Develop Parole and Probation Services budget; monitor and manage fiscal resources.
- Administer federal grant programs to include drug courts.
- Manage utilization of community placement programming to facilitate offender placement.
- Direct all contract services providers and ensure compliance with contracts; negotiate partnerships with other agencies providing programming.
- Direct the payment of offender fiscal obligations and fee programs.
- Serve as a liaison to other agencies, such as human services, the courts, and law enforcement.
- Represent the DOCR before public bodies, groups, and the public; prepare and present legislative testimony on matters pertaining to parole and probation.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business or public administration, criminal justice, behavioral or social science, or other closely related field and five years of work experience in directing rehabilitative and/or correctional programs in the corrections field and which included supervision of staff.

Incumbent must be licensable as a ND Peace Officer under North Dakota Century Code Chapter 12-63 and shall maintain a North Dakota peace officer's license and be authorized to perform the peace officer duties of a Parole and Probation Officer in accordance with North Dakota Century Code Section 12-59-20.

Eff. Date: 05/00 – New class, formerly class code 5104

Rev: 08/03 – Revised minimum qualifications

Rev: 02/07 – Update scope of work, duties, minimum qualifications, and grade level

Rev: 11/10 – Revised to change from Field Services to Parole & Probation Services, scope, duties, minimum qualifications, and grade

Rev: 07/12 – Conversion to Hay System