



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 5104

PAROLE AND PROBATION PROGRAM MANAGER

GRADE O

SCOPE OF WORK:

Work involves the coordination and delivery of statewide treatment and other corrections programming necessary to rehabilitate and reintegrate offenders into society. Work performed at this level is highly complex due to the diversity of the offenders and the involvement of crime victims and their families in potentially dangerous situations.

DUTIES PERFORMED:

- Coordinate the release of parolees from the Department of Corrections and Rehabilitation institutions by using a Risk Assessment scoring system to determine which inmates are eligible for parole; facilitate the corrections programming for probationers through a Release Team plan.
- Assign parole, probation, community placement, pre- and post-sentence placement, special investigations, and parole plans to regional staff.
- Provide supervision and case management to the highest risk offenders; assist parolees/probationers in obtaining employment, making suitable living arrangements, and in developing an education/treatment plan.
- Coordinate budget functions, including grant management, for diverse regional and state programs and personnel.
- Conduct case plan audits of officers' case files including the review of chronological histories, field files, assessments, pre-sentence investigations, parole plans, community placed files, and Field Service program offender files.
- Manage the Field Services Division's fiscal operation consisting of Community Offender Services, Institutional Offender Services, and Crime Victim Programming.
- Administer personnel management for assigned programs or region.
- Responsible for duties as Deputy Clerk for either or both the Parole Board and Pardon Advisory Board, including staff preparation and calendar arrangements for the Parole Board members, institutional personnel, parole officers, offenders, and crime victims who will be participating.
- Administer the Federal Interstate Compact to facilitate the transfer of parolees and probationers within the Compact.
- Manage the Field Services division's supervision fee program.
- Coordinate maintenance and updating of the division's automated management information system.
- Manage or assist with highly visible and diverse community corrections team programming such as Last Chance, Life Skills, Day Report, Cognitive Restructuring, community service, addiction treatment, sex offender treatment, and restorative justice.

- Notify court-mandated sex offenders of the responsibility to register with local law enforcement and monitor their adherence to this statute.
- Manage and participate with division staff in statewide crime victim programming relative to the delivery of funding for services and compensation for crime victims.
- Serve as division hearing officer for Morrissey Hearings and Adjustment Committee Hearings; act as disinterested third party in approving negotiated sanctions between the line officer and the parole violator; prepare and maintain documentation of hearings regarding parole violations and of community placement hearings.
- Network with appropriate entities to facilitate the partnerships needed to provide corrections programming; develop and implement innovative correction programming.
- Manage low risk and community corrections programs; organize divergent volunteer programs such as Americorps and Vista, community service/restitution programs, and any others assigned.
- Maintain licensing requirements mandated by the ND Attorney General's Office; provide the instruction for North Dakota Peace Officer Certification to other officers and students; maintain firearm certification and/or provide firearm certification instruction to officers within the Field Services Division.
- Serve as manager or assist with adherence to division risk management policies and procedures.

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 with a major in a behavioral science, and six years of work experience directly interacting with offenders in a correctional, law enforcement, or social work setting that included supervision of staff or progressively more responsible correctional work experience. Also requires eligibility for licensure as a North Dakota Peace Officer in accordance with North Dakota Century Code Chapter 12-63. The incumbent shall attend basic peace officer training program recognized by the ND Peace Officer and Training Board (POST Board) ensuring authorization to perform peace officer duties in accordance with North Dakota Century Code 12-59-20.

Eff. Date: 6/00 – Replaces 5104, Director, Parole and Probation which was rewritten and re-titled Director, Field Services Division and assigned class code 5100

Rev: 07/03 - Revised minimum qualifications

Rev: 07/10 – Revised minimum qualifications

Rev: 07/12 – Conversion to Hay System

Rev: 07/16 – Minor revision to minimum qualifications – no change to factoring