

## PAROLE COMMISSION ADMINISTRATOR

Employee serves as the administrative manager for the Parole Commission, and is responsible for supervising the parole case analyst staff as well as the clerical staff. Employee also serves as liaison between the Parole Commission and Division of Probation/Parole in developing policies and procedures. Employee coordinates the scheduling and flow of cases for the Commission members. Work involves dealing with the public and the news media on pertinent parole issues and sensitive cases.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee plans daily operations and develops long-range plans to provide for anticipated organizational and procedural changes caused by statutory modifications, as well as for special projects and programs. Work involves establishing timeframes for work and adjusting priorities for staff. Employee plans ahead for equipment, office space, and/or new personnel.

Organizing and Directing - Cases for analyst staff are assigned alphabetically, and this employee adjusts workload for analysts and clerical staff as necessary. Employee assigns special cases or projects to senior analysts. Work also involves developing policies and establishing procedures to meet objectives, reassigning work as needs arise or change, and scheduling and routing cases to Commission members.

Budgeting - Employee makes budget recommendations and works with the Commission in setting up budget requirements. Employee may utilize compiled or statistical information of yearly costs on which to base a budget projection.

Training - Employee provides some on-the-job training and makes recommendations for further outside training for staff. Employee may also suggest particular "in-house" training sessions based on staff assessment and any changes made in parole legislation. Work involves liaison relationship with various divisions in the Department of Correction (DOC) to provide for necessary training for analytical staff.

Setting Work Standards - Employee participates in the establishment of work standards, policies and procedures, and maintains constant review to assure compliance and to notify staff of, and implement, any changes.

Reviewing Work - Employee occasionally reviews analysts work and has daily contact with all staff. Work involves observing production of analysts' work through statistical reports compiled monthly. Employee reviews all commutation investigations and recommendations, and has full responsibility for developing and making recommendations on all requests for pardons.

Counseling and Disciplining - Employee administratively ensures that DOC grievance policies and procedures are followed.

Performing Other Personnel Functions - Employee screens all candidates for employment, through a review of applications and individual interviews, and presents a recommended slate to the full Commission. Employee conducts supervisory performance appraisal with senior analysts and management review on case analysts and clerical staff. Work involves making recommendations to the Commission on promotions, reassignments, and salary increases for staff.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Changes made in the N. C. General Statutes directly affect the mission and/or procedures of the Parole Commission. Goals, organization structure, policies, and procedures require readjustment to meet legislative or statutory changes.

Variety of Work Supervised - Employee supervises and coordinates a staff involved in the statewide parole process.

Number of Employees Responsible For - 32.

III. EXTENT OF SUPERVISION RECEIVED: Employee reports to the Parole Commission Chairman, but functions independently in managing the operations of the analyst and clerical staffs.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Staff are assigned to one central location and work basically an eight-to-five schedule. The work force is basically stable.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of sociological, penological, and psychological principles. Complete knowledge of the Parole Commission function, policies, and procedures. Complete knowledge of the Parole Commission's philosophy and criteria for making parole decisions. Working knowledge of the programs, policies, procedures, and organization of the Division of Prisons (DOP) and the Division of Adult Probation and Parole (DAPP). Considerable knowledge of the principles and practices of public administration. Ability to interpret and apply General Statutes regarding parole. Ability to establish rapport and communicate effectively with inmates' families, attorneys, law enforcement and governmental officials, and the news media. Ability to organize and supervise the activities of a group of employees. Ability to coordinate a program and integrate it with other Divisional roles. Ability to express oneself clearly in both oral and written form.

Minimum Education and Experience - Graduation from a four-year college or university and six years of experience in probation/parole work, including two years in a supervisory role; or an equivalent combination of education and experience.