

CLASS TITLE: PROBATION AND PAROLE SUPERVISOR

Class Code: 02827400
Pay Grade: 33A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To train, assign, supervise and review the work of Probation and Parole Officers and other staff in order to ensure consistent application of accepted investigative, assessment, interviewing, monitoring, and general casework techniques, as well as conformance with agency policies and procedures in the supervision and rehabilitation of adult criminals or wayward/delinquent juveniles entrusted to probation and parole by various state courts, the Rhode Island Parole Board and the Interstate Compact; to provide guidance, coordination and assistance in day-to-day operations; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of initiative and independent judgment.

SUPERVISION EXERCISED: Oversees the day-to-day operations and general functioning of subordinate staff. Assigns and supervises the work of Probation and Parole Officers and staff, and reviews work for satisfactory results and adherence to applicable rules and guidelines.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To train, assign, supervise and review the work of Probation and Parole Officers and other staff in order to ensure consistent application of accepted investigative, assessment, interviewing, monitoring, and general casework techniques, as well as conformance with agency policies and procedures in the supervision and rehabilitation of adult criminals or wayward/delinquent juveniles entrusted to probation and parole by various state courts, the Rhode Island Parole Board and the Interstate Compact; to provide guidance, coordination and assistance in day-to-day operations.

To supervise and coordinate such office functions as a system of case assignments, including screening incoming cases as needed; making decisions regarding cases appropriate for administrative supervision/banking with or without a period of active supervision; organizing systems for probation holds and warrants; and developing a means of equitable case distribution among Probation and Parole Officers.

To work closely with the Parole Board and unit staff to handle referrals, case reviews, parole hearings, and revocations.

To oversee the practices of Probation and Parole Officers as they conduct investigations, assess offender risk and needs, determine supervision requirements, and/or monitor offenders on probation or parole.

To review staff reports, investigations, case records and general work performance.

To provide assistance and guidance on such casework issues as workload management, supervision priorities, and intra-office teamwork.

To ensure that staff members understand and adhere to policy, procedure, and practice standards; to advise staff of policy changes that may require training and instruction to staff, and to recommend changes to administration that would enhance the effectiveness of the unit and/or agency as a whole.

To review and apply probation/parole laws, policies and procedures to casework practice, treatment planning and referral of offenders for rehabilitative services.

To consult with partner agencies, the state courts, the various law enforcement agencies, treatment facilities and other state departments and agencies with respect to the rehabilitation of adult criminals or wayward/delinquent juveniles, and to make appropriate recommendations to superiors or the proper authorities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of human behavior and effective counseling, casework and case management practices; thorough knowledge of adult criminality, juvenile delinquency and the availability of community-based resources to probationers and parolees; thorough knowledge of the rules, regulations, principles and techniques involved in probation and parole practice; working knowledge of legal and court system functions, rehabilitation and correctional policy and procedures; working knowledge of Rhode Island Statutes and court decisions pertaining to adult and juvenile offenders; familiarity with relevant technology applications; the ability to supervise and review the work of staff engaged in conducting case investigations; ability to assist in the development, application and evaluation of investigative and supervisory techniques for the rehabilitation of offenders a variety of appropriate case plans; ability to analyze and evaluate case records and to make recommendations thereon; ability to assist in the development and conduct of an in-service training program; ability to work as a team leader and to communicate effectively; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a bachelor's degree from an accredited institution of higher education with a specialization in sociology, psychology, social work, public administration, criminal justice, or a closely related field, supplemented by study of the principles and practices of probation and parole; and

Experience: Three years of employment as a Probation and Parole Officer II.

Class Revised: May 20, 2001
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