



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**

**This position is:**

- Classified
- Unclassified
- Executive service
- Mgmt Svc - Supervisory
- Mgmt Svc - Managerial
- Mgmt Svc - Confidential

**Agency:** Department of Corrections

**Division:** Community Corrections Division

New  Revised

**SECTION 1. POSITION INFORMATION**

|                                 |                               |                             |          |
|---------------------------------|-------------------------------|-----------------------------|----------|
| a. Classification Title:        | Principal Executive Manager B | b. Class No:                | X7002    |
| c. Effective Date:              |                               | d. Position No:             | 6000.011 |
| e. Working Title:               | Deputy Compact Administrator  | f. Agency No:               | 29100    |
| g. Section Title:               | Community Corrections Branch  | h. Budget Authorization No: | 31903100 |
| i. Employee Name:               |                               | j. Representation Code:     |          |
| k. Work Location (City-County): | Salem-Marion                  |                             |          |
| l. Supervisor Name (optional):  |                               |                             |          |

|              |   |                                    |   |  |
|--------------|---|------------------------------------|---|--|
| m. Position: | <input checked="" type="checkbox"/> Permanent | <input type="checkbox"/> Seasonal  | <input type="checkbox"/> Limited duration | <input type="checkbox"/> Academic Year |
|              | <input checked="" type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | <input type="checkbox"/> Intermittent     | <input type="checkbox"/> Job Share     |

|          |                                     |            |   |                           |  |
|----------|-------------------------------------|------------|---|---------------------------|--|
| n. FLSA: | <input type="checkbox"/> Exempt     | If Exempt: | <input type="checkbox"/> Executive      | o. Eligible for Overtime: | <input type="checkbox"/> Yes           |
|          | <input type="checkbox"/> Non-Exempt |            | <input type="checkbox"/> Professional   |                           | <input checked="" type="checkbox"/> No |
|          |                                     |            | <input type="checkbox"/> Administrative |                           |  |

**SECTION 2. PROGRAM AND POSITION INFORMATION**

**a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.**

**Oregon Accountability Model:** The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-offender and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move offenders from anti-social to pro-social citizens and our interactions with offenders on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to offenders are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

The Transitional Services Division is responsible for carrying out the DOC mission to reduce the risk of future criminal conduct in those offenders incarcerated in prison or on supervision in the community. The division impacts over 30,000 felony offenders in the community and approximately 14,000 inmates in Oregon state prisons. This division includes the operation of community corrections, religious services, sentence computation, inmate classification, offender records, victim services, and institution programs such as: workforce development, education, cognitive programs, and addictions treatment programs.

The Community Corrections Division provides funding for the management and supervision of over 30,000 felony offenders sentenced to probation, parole, or post prison supervision, and offenders sentenced to 12 months or less of incarceration. Community Corrections Division is responsible for managing the grants to the counties for community corrections activities, the interstate transfer of offenders, and jail inspections. The division has the statutory responsibility to evaluate community corrections policies, to annually review the counties' compliance with the intergovernmental agreement, and to offer technical assistance when needed to gain compliance. The office is active in victim's services, including the development of a statewide victim notification system with the Department of Justice.

The Interstate Compact for the Supervision of Parolees and Probationers was first established in 1937. This compact served as the only vehicle for the controlled movement of adult probationers and parolees across state lines, with responsibilities to oversee more than 500,000 offenders. The complexities of interstate travel and transfer became increasing difficult to administer through the 1990's due to changes in criminal laws in most states, as well as changes in the supervision expectations that states were requiring of each other. Beginning in 2000, the National Institute of Corrections conducted research, hearings, and various national surveys; completing a study that recommended vast changes to the interstate process. During 2002 the new Interstate Compact was created, reorganized as the Interstate Commission for Adult Offender Supervision. The ICAOS was vested as an administrative body with broad regulatory authority, and received United States Congressional consent under Article I, 10 of the United States Constitution, and pursuant to Title 4, Section 112(a) of the United States Code. The Commission then created a regulatory system applicable to the interstate movement and supervision of offenders. The rules promulgated by the Commission have the force and effect of federal statutory law and are binding on the states; and the rules of the Commission supersede any conflict with state laws. North Carolina complied with the new compact through revised state legislation within NCGS 148-65.4 through 148.65.9. This legislation further establishes the compact and requirements of the Division, as well as creating the State Council for Interstate Adult Offender Supervision. These changes created a regulatory oversight body that the Division's Interstate Compact Office must comply with, and must also work to administer.

The purpose of the Interstate Compact for Adult Offender Supervision (ICAOS) is to guide the transfer of offenders between member states in a manner that promotes effective supervision strategies consistent with public safety, offender accountability, and victim's rights. The Oregon Interstate Compact ensures that offender transfers are conducted according to ICAOS rules and in a professional manner that supports the needs and concerns of crime victims, their families, and the citizens we serve.

The Oregon Interstate Compact for Adult Offender Supervision provides statutory authority for regulating the movement of adult parole/probation/controlled release offenders across state boundaries. Compact member states are responsible for the supervision of adult offenders in the community who are authorized pursuant to the Bylaws and Rules of the compact to travel across state lines both to and from each compacting state in such a manner as to track the location of offenders, transfer supervision authority in an orderly and efficient manner, and when necessary return offenders to the originating jurisdictions. It is the purpose of the compact through means of joint and cooperative action among the compacting states: to provide the framework for the promotion of public safety and protect the rights of victims through the control and regulation of the interstate compact movement of offenders in the community; to provide for the effective tracking, supervision, and rehabilitation of these offenders by the sending and receiving states; and to equitably distribute the costs, benefits and obligations of the compact among the compacting states. The Oregon Interstate Compact Office within DCC Administration is responsible for ensuring Oregon is compliant with ICAOS rules, which are federal law. The Office handles all aspects of the interstate process, including requests for offender reporting instructions, transfer requests, investigations and responses, monitoring of out of state supervision, travel permission, offender progress reports, violation reports and responses, interstate warrants and extradition, and data collection. The office handles an average of 3000 offenders and has daily contact with interstate offices in all 50 states as well as with the National Interstate Commission for Adult Offender Supervision, the regulatory body for all states. This position is designed to work within the new ICAOS structure to enhance the Division's and thus Oregon's interstate operations.

**b. Describe the primary purpose of this position, and how it functions within this program.**

**Complete this statement: The primary purpose of this position is to:**

**COMPACT:**

The Deputy Compact Administrator (DCA) oversees the day-to-day operations of the Interstate Compact Unit and supervises the compact staff, who are responsible for individual caseloads of interstate compact offenders. The DCA bears significant responsibility for the decisions and actions made by the interstate compact staff and of those made by the Oregon probation and parole officers if they do not comply with ICAOS rules.

This position will function as Oregon's Deputy Commissioner and Administrator for the Interstate Compact, with responsibility to manage interstate compact operations; reporting to the Compact Commissioner/Assistant Director of Community Corrections, who also serves as the Commissioner. The position will directly supervise the Interstate Compact, and will also serve as the professional staff to the Oregon State Council for Interstate Adult Offender Supervision, assisting the Chairperson (Commissioner) in all aspects of the council and their work/directives.

The Deputy will serve as Oregon's primary contact with the National Interstate Commission for Adult Offender Supervision (ICAOS), the administrative rule making agency responsible for national interstate offender supervision and movement of offenders between states. The DCA must ensure that Community Corrections and Oregon are in compliance with all ICAOS rules, which have the effect of federal legislation and outweigh state law conflicts. The position also must ensure compliance with ICOTS, the offender data management and tracking system of ICAOS. The position will review and work to resolve complaints with the ICAOS and other State Compact Offices. The DCA will also staff cases with the Interstate Compact staff to review violations, warrants, transfer denials and appeals, and field investigations. The position will also function as the signature authority designee for interstate warrants and extradition of offenders to and from the state.

**EXTRADITIONS:**

This position also oversees the Department of Corrections Extradition Officer, whose position is the program administrator for the DOC Arrest and Return Program. The Extradition Officer is responsible for the oversight and coordination of timely, safe, and most efficient/cost effective methods for all DOC and Board of Parole and Post-Prison Supervision fugitives apprehended in the US and its' territories, as well as international locations.

Decisions made by the extradition officer reflect directly upon the Department of Corrections and the Office of the Governor of Oregon, thus the oversight of the position is critical. Decision affect the public safety and security of offenders as well as the citizenry of the jurisdictions where the offenders are in custody, communities they are being transported through, or the community the offender is being released to.

**SECTION 3. DESCRIPTION OF DUTIES**

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) functions.

| % of time | N/R/NC | E/NE | DUTIES  |
|-----------|--------|------|---|
| 50%       | NC     | E    | <p><b><u>PROGRAM MANAGEMENT</u></b><br/> <b><u>INTERSTATE COMPACT:</u></b></p> <ul style="list-style-type: none"> <li>• The Deputy Compact Administrator of the Interstate Compact Unit assures that services will be provided to all adult offenders who cross state boundaries to reside and work; manages, implements and is directly accountable for the operations of the Interstate Compact Unit.</li> <li>• The position will review problem issues, complaints, requests, etc. and render a decision according to Division policies, State Laws, and ICAOS rules. Included in this area is the review of transfer disputes, the matching of transferring state criminal laws with NCIC criminal statutes, and render the appropriate decision concerning supervision requirements. The Deputy serves as the reviewing authority designee for out of state warrants, approving the issuance of the warrant and ensuring the service of the warrant and extradition of the offender.</li> </ul> |

- Responsible for the evaluation of interstate operations, establishing performance based outcome measures in coordination with ICAOS and the Commissioner. Included in this area is to review and analyze statistical data to ensure Oregon's compliance with the performance deadlines established by the ICAOS. Also, the position will review and analyze performance data in case management and offender supervision to ensure that best practices are routinely used in the supervision of interstate offenders.
- Respond to, develop and ensure the completion of any special reports required by the Commissioner, State Council, General Assembly and Legislative Staff, and the ICAOS
- Assist the Commissioner in all matters with the ICAOS, and attend ICAOS meetings as required. The position also serves as the professional staff to the Oregon State Council, providing assistance to the Commissioner in the review of ICAOS rules, application of rules and OR General Statutes, conflicts/disputes with other states laws, and recommendations for policy, procedural, statute, or ICAOS rule revisions.
- Performs the duties of the Commissioner in the absence of the Commissioner in all matters related to interstate compact and ICAOS.
- Acts on behalf of the Oregon Compact Commissioner to review, approve, and/or deny requests for transfer of supervision across Oregon boundaries in accordance with the ICAOS rules and Oregon OARs. Maintains discretion to overrule/withdraw transfer requests and other ICAOS activities, and return such to submitting parole/probation officer as deemed necessary, wherein DCA discretion is the final ruling of such activity.
- Reviews and approves/denies requests by offenders to change residences across state boundaries prior to submission and completion of a full investigation request.
- Facilitates the return/extradition of Oregon offenders who have significantly violated the conditions of their supervision. Extensive knowledge of ICAOS retaking rules, and Oregon statutes required; as is the ability to effectively communicate with Judicial and Sheriff personnel as to the mandates and required approach of such.-
- Ensures Oregon Interstate Compact compliance to ICAOS rules and Oregon OARs.
- Provides training and technical assistance to Interstate Compact staff, DOC and county community corrections staff, the judiciary, district attorneys, the Board of Parole and Post-Prison Supervision, local community organizations, and the general public to ensure compliance with compact laws, standards, policies, and procedures.
- Drafts, reviews, recommends revisions to, and/or implements Interstate Compact policies, procedures, and rules at the state and national level.
- Content matter expert of the ICAOS rules and Interstate Compact OAR.
- Acts as a liaison between the compact office and interested parties to interpret, explain, and apply laws, rules, and regulations in determining and implementing appropriate strategies and actions for cases/issues.
- Provides ongoing training, information, advice and direction to agency staff, public, state and local agencies to ensure compliance, resolution, and/or approach to ICAOS.
- Acts in a leadership, advocacy, and/or support role for various formal and informal committees throughout the state, and nationally.

**PROGRAM MANAGEMENT:**

**EXTRADITIONS:**

- Ensure proper use of agency resources and expenditures by collaborating with other agencies to pool and allocate resources to ensure minimal impact and expenditures to all agencies involved with extradition processes, while maintaining the priority of public safety. This includes municipal, county, state, federal, and private agencies/companies, understanding the requirements. Maintain communication and conversation with these agencies/companies. When modifications need to be made, collaboratively decide how best to approach and implement those needs in the interest of public safety, resource allocation, and best practices.

- Collaboration with DOC Transport Unit, and understanding duties and function of same. Ensure Extradition Officer is working collaboratively within the Transport office and provide accessibility to all Transport staff for review and input of same. Review working relationships and advocate for continued placement within the Transport office, in support of accountability of agency mission and support of collaboration of resources which allows for a positive reduction of agency funds by immediate accessibility and planning of transport resources and scheduling.
- Signature authority of Governor's warrant;
- Acts as a source of extradition information and training within the Department of Corrections and/or other agencies within the state, as well as regional and national forums.
- Partnership with the Governor's Office in promotion and operation of the extradition program by maintaining a cooperative working relationship, ensure returns are timely and within the statutory requirements. Advocacy of Governor's office Arrest and Return funding, by collaboration between Governor's Extradition Officer and County Community Corrections, working as a liaison between the two agencies when needed, promoting open communication and resolution of any ongoing or specific issues.
- Public speaking at various state and national forums, educating and building relationships regarding extradition process, issues, and concerns.

25%

N

E

**AGENCY LIAISON:**

- The position serves as the primary contact with the ICAOS and State Agency Commissioners, Deputy Commissioners, and Administrators concerning all interstate matters. Major responsibilities include developing and maintaining a close working relationship with other administrative areas of the Department, such as Community Corrections Directors, Board of Parole and Post-Prison Supervision, Oregon State Sheriff's Association, Victim Services Office, Extradition, and Administration. The DCA must effectively communicate with all 50 states and other territories of the United States, the ICAOS, and appointed officials of the State Council.
- Contact with the general public, media, and offenders is required to effectively explain post-release/parole procedures as well as the rules of the ICAOS, state laws and policies concerning interstate supervision. The position will serve on various Committees and Task Forces as determined by the Commissioner/Director; to represent the Division and Interstate both to internal and external officials. The Deputy will represent Interstate Compact before appropriate agencies/entities on all matters assigned by the Commissioner/ Director.
- Upon request, responds to inquiries by offenders, offender's families or state and federal agencies to investigate, research and substantiate concerns and issues presented to the ODOC Director or the Governor's office.
- Upon request, represents DOC and ICAOS when requested to testify in Court or hearings relating to ICAOS rules and/or Extradition laws.

5%

NC

E

**PUBLIC SPEAKING:**

- Advanced knowledge of, and comfort with, public speaking techniques and protocols, while representing program and policies. Addressing community and partner agencies upon request, and advocating for public presentations to identified agencies and professional organizations. Includes preparation of reports, speaking materials, materials for distribution, and correspondences. Liaison with other agency representatives and/or public is necessary.
- Coordination with the Department of Public Safety and Standards Training (DPSST), and teaching Interstate Compact at the legally mandated Basic Parole/Probation Officer series for their certification. Instruct new cadets as to the Interstate Compact process, while teaching to the DPSST mandates. Extensive knowledge of DPSST expectations and conduct are required.

20%

NC

E

**PERSONNEL MANAGEMENT:**

- Recruitment, interview, and recommend for hire, and coordination of training for new Compact/Extradition staff. Includes coordination with human resources to ensure compliancy with hiring procedures, and review of references and application materials.
- Knowledge and use of union rules, regulations, and requirements. Coordination with union representatives when needed, such coordination to be utilized to assure a positive, productive, and safe work environment. Knowledge of union resources and advocacy imperative.
- Direct supervision over, assignment of work to, and review of performance of staff. Administer annual employee performance reviews, as required. Extensive review of employee work is needed, and seeking outside input is encouraged to accurately assess such. Counsel of employee in areas needed and/or interests expressed by the employee. Encourage growth and development, and provide training and resources for such.
- Schedule and document staff meetings, as well as other meetings as needed. This may include persons and interests from outside agencies, and representation of agency rules, policies, and objectives must be maintained, while addressing the need(s) which resulted in such meeting(s).
- Resolution of conflicts and/or grievances with staff on areas of shared responsibilities and duties. Includes division of caseload, caseload responsibilities, work schedule, and expectations. Knowledge of union contract and human resources rules and policies required, and collaboration with both when deemed necessary to move issues toward appropriate resolution.

## SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Is expected to share the mission, vision and core values of the department; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth and transition readiness; must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

Office environment requires confidentiality, tact and sensitivity. Occasional travel to other parts of the state may be required. Travel to training outside the state. Working at a computer for extended periods of time. Some stress with deadlines, and may be required to work overtime on occasion. This position requires the ability to work on multiple tasks simultaneously, sometimes with short time frames. May be exposed to risk in contact with inmates and offenders.

This position is expected to work independently with a minimum of supervision. Decisions must be made on a continuous basis that cannot be reviewed in advance. The position will be given general instruction but must be able to make decisions based on knowledge of DOC rules, policies, and extraditions, as well as ICAOS rules, laws, and policies.

The duties and responsibilities of the position are complex in all aspects, and compounded by an ever changing environment within the criminal justice system. State legislatures constantly change or revise criminal statutes, which effect the decisions of this position. Policy changes, both in the Division and in other states also impact the duties of the position. The position must constantly review general statutes, criminal law, state polices, and ICAOS rules to ensure knowledge and understanding of all. The position must maintain familiarity with criminal statutes in all 50 states and their correlation to Oregon law.

## SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

Interstate Commission for Adult Offender Supervision Rules  
Interstate Commission for Adult Offender Supervision Bench Book  
Interstate Commission for Adult Offender Supervision website  
Interstate Commission for Adult Offender Supervision Dispute Resolutions  
Interstate Commission for Adult Offender Supervision Advisory Opinions  
Interstate Commission for Adult Offender Supervision Deputy Compact Administrator Meeting materials/minutes  
Interstate Commission for Adult Offender Supervision Annual Business Meeting materials/minutes  
Oregon Interstate Compact Manual  
ORS 423.500 – Community Corrections Act  
Oregon Department of Corrections Rule on Community Corrections Act  
Oregon Department of Corrections Compact Rule  
Oregon Department of Corrections Compact Application Rule  
Oregon Department of Corrections Administrative Rules  
Oregon Department of Corrections website  
Interstate Compact Offender Tracking System  
Corrections Information System  
Offender Profile System Users' Manual  
HIPPA – Medical Confidentiality Laws  
Oregon Extradition Policies, Procedures, and Protocols  
International Extradition Laws  
Oregon Transportation Association Handbook  
NW Shuttle Handbook  
Oregon Public Information Law  
Law Enforcement Data System (LEDS) Manual  
Board of Parole and Post-Prison Supervision Rules, Policies, and Procedures  
SB 267 - Evidence Based Practices

**b. How are these guidelines used?**

Reference Documents  
 Authority Documents  
 Legal Advisories  
 Work Assignments

The statues, rules, and procedures provide general guidance, direction, limitation, and operating instructions, providing legal and procedural framework. Statutory and administrative regulations must be complied with while establishing, administering, and monitoring Interstate Compact and Extraditions.

**SECTION 6. WORK CONTACTS**

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

| Who contacted                                      | How                  | Purpose              | How Often? |
|--|----------------------|----------------------|------------|
| General Public                                     | Phone/Person/Writing |                      | Daily      |
| Criminal Justice System Representatives            | Phone/Person/Writing |                      | Daily      |
| DOC Institution Staff                              | Phone/Person/Writing |                      | Daily      |
| Administrators                                     | Phone/Person/Writing |                      | As needed  |
| Legislators  | Phone/Person/Writing |                      | As needed  |
| County Officials                                   | Phone/Person/Writing |                      | As needed  |
| Sheriffs/Jail Commanders                           | Phone/Person/Writing |                      | As needed  |
| ICAOS National Office                              | Phone/Person/Writing | Respond to inquiries | As needed  |
| County Community Corrections Offices               | Phone/Person/Writing | Provide Information  | As needed  |
| Oregon Transportation Association                  | Phone/Person/Writing | Investigate          | Daily      |
| Other State Interstate Compact offices             | Phone/Person/Writing | Complaints           | As needed  |
| Parole and Probation Officers                      | Phone/Person/Writing |                      | Daily      |
| Oregon Board of Parole and Post-Prison Supervision | Phone/Person/Writing |                      | Daily      |
| Oregon Compact State Council                       | Phone/Person/Writing |                      | As needed  |

**SECTION 7. POSITION RELATED DECISION MAKING**

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Denying or accepting interstate offenders who wish to re-locate to Oregon by assuring that compliance of ICAOS Rules are properly applied; enforcing interstate statutory and regulatory requirements among Oregon Parole and Probation Officers, Oregon Interstate staff and other Interstate Units throughout the United States; ensure that if offenders violate their supervisory conditions or break the law, that they are provided a probable cause hearing.

Collaboration and oversight of the Oregon Interstate Compact budget, working with the Assistant Director of Community Corrections for fiscal responsibility and management of same. Approval of purchasing, contract employee contracts and expenditures, and other expenses as required for both Interstate Compact and DOC Extraditions. Principles and Practices of financial management required. Assessment and review of equipment needs and budgetary resources to achieve department, program, and personnel objectives.

**SECTION 8. REVIEW OF WORK**

Who reviews the work of the position?

| Classification Title | Position Number | How                              | How Often | Purpose of Review |
|----------------------|-----------------|----------------------------------|-----------|-------------------|
| Assistant Director   | 8700.502        | In person,<br>written<br>reports | As needed |                   |

**SECTION 9. OVERSIGHT FUNCTIONS**

- a. How many employees are directly supervised by this position? 4  
 How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                                |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

**ADDITIONAL REQUIRMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This job requires the ability to effectively communicate in writing and verbally, to work effectively as a team member with other staff; other agencies, the general community and inmate/offenders and families. Effective communication skills is mandated.

Staff assigned to this position will avail themselves of all safety training programs provided and are required to report any accident, injury, illness, hazardous situation or unusual incident in the work place to the unit supervisor immediately.

The employee shall know the location of the unit AAP and be familiar with content. Communicate to the unit supervisor on issues or incidents which would require action by the unit supervisor.

LEDS Certification  
 Oregon Drivers License  
 Microsoft Office, including Power Point  
 DPSST Certification, Parole and Probation Officer Series

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

| Operating Area          | Biennial amount (\$00000.00) | Fund type    |
|-------------------------|------------------------------|--------------|
| Interstate Compact Unit | \$576,557.00                 | General Fund |

**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee's name and position number.

**SECTION 12. SIGNATURES**

Employee Signature

Date

Supervisor Signature

Date

  
Appointing Authority Signature

3/27/14  
Date