



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
04/22/2016

Agency: Board of Parole and Post-Prison Supervision

Facility: Dome Building

New Revised

This position is:

- Classified
- Unclassified
 - Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Hearings Officer</u>	b. Classification No: <u>C1519</u>
c. Effective Date: <u>07/01/1993</u>	d. Position No: <u>4000034</u>
e. Working Title: <u>Hearings Officer</u>	f. Agency No: <u>25500</u>
g. Section Title: <u>Parole Board</u>	h. Budget Auth No: <u>0000536700</u>
i. Employee Name: _____	j. Repr. Code: <u>AP</u>
k. Work Location (City – County): <u>Salem, Marion</u>	
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 <input checked="" type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

SECTION 2. PROGRAM AND POSITION INFORMATION

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

The Board of Parole and Post-Prison Supervision works in partnership with the Department of Corrections and local supervisory authorities to protect the public and reduce the risk of repeat criminal behavior. The Board imposes prison terms and makes release decisions only on offenders whose criminal conduct occurred prior to November 1, 1989, or who were convicted after that date of murder, aggravated murder, or as a dangerous offender (certain exceptions exist). The Board sets conditions of supervision for all offenders being released from prison; imposes sanctions for violations of supervision; and determines whether discharge from parole supervision is compatible with public safety. The Board's decisions are based on victims' interests, public safety, applicable laws and rules, and the recognized principles of offender behavior change.

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:

Correctly interpret and apply laws, rules, policies and procedures that govern offenders on parole or post-prison supervision in Oregon; Conduct parole and post-prison violation hearings in specifically assigned counties and facilities throughout the State for the Board, in accordance with ORS 144, OAR 255-75 and all applicable laws, administrative rules, Board policies and procedures; compile and interpret offenders' criminal and violation history from Law Enforcement Data System (LEDS), Oregon Justice Information Network (OJIN), eCourt, National Crime Information Center (NCIC), archives and/or any other resources; correctly interpret and apply laws, rules, policy and procedures to determine appropriate sanctions for violations of supervision, based on the designated sanction grid.

Regular attendance and timeliness is an essential job function for this position in order to meet the needs of the agency and its stakeholders.

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) function.

% of Time	N/R/NC	E/NE	DUTIES
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Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

85%	R	E	<p>Conduct parole and post-prison violation hearings in specifically assigned counties and facilities throughout the State for the Board, in accordance with ORS 144, OAR 255-75 and all applicable laws, administrative rules, Board policies and procedures.</p> <p>Compile and interpret offenders' criminal and violation history from Law Enforcement Data System (LEDS), Oregon Justice Information Network (OJIN), eCourt, National Crime Information Center (NCIC), archives and/or any other resources; correctly interpret and apply laws, rules, policy and procedures to determine appropriate sanctions for violations of supervision, based on the designated sanction grid.</p> <p>Follows formal due-process requirements upon notification that an offender may have violated his/her conditions of release or has been identified to meet the criteria for predatory designation.</p> <p>Provides offender with his/her notice of hearing rights and communicates options set forth by laws and rules to the offender.</p> <p>Ensures victims are notified of the hearing where legally required.</p>
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			<p>Schedules and conducts the hearing, unless waived by the offender. Responsible for gathering and maintaining all documentation as related to each scheduled hearing. Ensures all legal requirements and processes are followed. Analyzes all information and/or evidence presented from the hearing to determine if alleged violation(s) are supported. Ensures that offender and victim's rights are protected in accordance with all laws.</p> <p>Prepares written findings of facts and conclusions of the law from the hearings process, Imposes sanction (s) and/or, as appropriate, recommends revocation(s) s to the Board. Disseminates final findings to the offender, the Board, and parole officers.</p> <p>Understand agency program concepts necessary to analyze specific issues brought to hearings.</p> <p>Ensure that hearings are orderly, conducted fairly, and safeguard the rights of the involved parties.</p> <p>Explain the law and procedure at the start of hearings, provide clear expectations to the parties, and assist in the development of testimony.</p> <p>Communicate effectively orally and in writing as appropriate for the needs of the audience.</p> <p>Interpret documentary evidence and testimony.</p> <p>Deal with people under adverse or emotional situations.</p> <p>Maintains a copy of the official record as required to maintain compliance with the law.</p>
15%	R	E	<p>Provides ongoing consultation to Board, parole officers, and other hearings officers on sentencing structure, sanction guidelines and case specific issues</p> <p>Conducts periodic training to other hearings officers on laws, rules, processes and policies of the Board,</p> <p>Performs monthly audit of open warrants in accordance with LEDS.</p> <p>LEDS Certification Required</p> <p>Other duties as assigned.</p>
100%			

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.

Requires direct and indirect contact with inmates, offenders, and victims who may become hostile and angry.

- Occasionally requires working beyond forty (40) hours a week.
- Occasionally requires working evenings and/or weekends.
- Occasionally requires travel throughout the state, sometimes overnight.
- Work is performed in an office setting with prolonged sitting at a computer terminal, frequently holding telephone conversations, researching manuals, statutes, administrative rules, and writing non-legal documents. Team environment requiring cooperation and coordination with Board members and staff to meet needs of agency. Requires strict attention to detail and meeting deadlines.

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.

- Board Policies and Procedures
- Oregon Administrative Rules
- Oregon Revised Statutes
- Desk Manual
- Morrissey v. Brewer* (US Supreme Court Decision, 1971)
- Oregon Sentencing Guidelines Grid
- Attorney General Opinions/Case Law

b. How are these guidelines used?

They provide the legal authority and procedures to provide due process and dispositional options for offenders who are alleged to have violated their parole or post-prison supervision.

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?
Community Corrections staff	Phone/Mail E-mail/Fax In-person	Information/operational	Daily
Institution/DOC staff	Phone/Mail E-mail/Fax In-person	Information/operational/Technical Support	Daily

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

County Jail Staff	Phone/Mail E-mail/Fax In-person	Operational	Daily
System Operator	Phone/Mail E-mail/Fax In-person	System issues / Operational	Daily
District Attorneys / Defense Lawyers	Phone/Mail E-mail/ In-person	Operational / Consultations	As needed
Offenders, general public, victims	Phone/Mail E-mail/Fax In-person	Operational/Informational	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position will make independent judgments and decisions in the application and explanation of laws and rules or policies and procedures governing offenders in violation of their Parole or Post-Prison Supervision; The direct effect will be a determination of findings of facts and legal conclusions, pre-hearing decisions regarding appointment of attorneys for offenders, determination of relevancy and materiality of witnesses, issue subpoenas to witnesses to compel their attendance at hearings, and Provide recommendations to Board of Parole and Post-Prison Supervision.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Prin Exec Mgr D/Executive Director	4000007	Performance is reviewed through meetings, annual evaluations and any required training.	As needed, and at least annually.	Performance is reviewed to determine general efficiency, effective compliance with position description and general Board operations, to communicate areas of strength and weaknesses, and to set future goals.

Prin Exec Mgr G/Chair	4000002	Performance is reviewed through meetings, annual evaluations	As needed	Performance is reviewed to determine general efficiency, effective compliance with position description and general Board operations, to communicate areas of strength and weaknesses, and to set future goals.
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SECTION 9. OVERSIGHT FUNCTIONS **THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Ability to obtain and maintain Law Enforcement Data Systems certification.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		

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 name and position number.

SECTION 12. SIGNATURES

Employee Signature Date

 04/22/2016
Appointing Authority Signature Date

Supervisor Signature Date