



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
April 15 2026

Agency: Oregon Board of Parole & Post Prison Supervision

Facility: 1321 Tandem Avenue Salem Oregon

[X] New [] Revised

This position is:

- [X] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Correctional Hearings Officer
b. Classification No: C1519
c. Effective Date: April 15, 2026
d. Position No: 4170060
e. Working Title: Morrissey Hearings Officer
f. Agency No: 25500
g. Section Title: Board Operations
h. Budget Auth No:
i. Employee Name: VACANT
j. Repr. Code: AP
k. Work Location (City - County): Salem - Marion
l. Supervisor Name: Susi Hodgins, Board Operation's Manager
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [X] Non-Exempt
If Exempt: [] Executive [] Administrative [] Professional [] Computer
o. Eligible for Overtime: [X] Yes [] No

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 works in partnership with the Oregon Department of Corrections and Local Community Correction authorities to protect the public and to reduce the risk of repeat criminal behavior.

The Board imposes prison terms and makes release decisions for offenders whose criminal conduct occurred prior to November 01, 1989. 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 Boards decisions are based on applicable laws, victim's interests, public safety and the recognized principles of offender behavior change.

Additionally, the Board of Parole oversees the Sex Offender Notification and Leveling unit as well as the Relief and Reclassification of sex offender's unit that allows those offenders that have been designated as a sex offender an opportunity to be reclassified to a lower supervision level, or to be relieved from registering as a sex offender.

The Oregon Board of Parole is committed to creating a diverse workforce that reflects our state, country, and the world. The employee in this position will commit to the mission and goals of the agency by fostering and promoting an atmosphere that values a diverse, discrimination and harassment-free workplace; welcoming and celebrating diversity of opinions, ideas, and culture; performing duties in a manner that promotes quality customer service; encouraging effective and productive working relationships, including treating everyone fairly, courteously and respectfully; identifying and resolving problems in a constructive manner; improving processes and materials to benefit our internal and external stakeholders; being responsive to our stakeholders and co-workers; improving personal skills, and demonstrating openness to constructive feedback and suggestions.

The Oregon Board of Parole plays a key role in the enhancement of public safety, lowering crime rates and reduced recidivism which can be directly tied to attitudes and actions of our public safety professionals who must effectively apply the rules, policies, and laws in their daily interactions. All employees are expected to model pro-social behaviors and effectively communicate with individuals, stakeholders, co-workers, supervisors, and the public in support of these pro-social behaviors.

The Board of Paroles Mission and goals assist the agency in establishing priorities and helps solidify our organizational identity and culture. Our mission is to “support a safe and just Oregon by supporting positive change in individuals while maintaining accountability. Through engagement of partners, development of compassionate policies, and respect for diversity, our strong and valued workforce strives for a better future for our state.” Our goal is “to set the standard for parole boards in evidence informed decisions, innovative tools, and effective 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:

The primary purpose of this position is to conduct parole and post-prison supervision violation hearings on behalf of the Board in assigned counties. The position ensures accurate interpretation and application of all relevant laws, rules, policies, and procedures; evaluates offender criminal and violation histories; safeguards due process; and determines or recommends appropriate sanctions within the Board’s authority.

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
85%	N	E	<p>Hearings, Case Analysis, and Decision-Making Conducts parole and post-prison supervision violation hearings across assigned counties, ensuring full compliance with ORS 144, OAR 255-75, and Board policies. Responsible for upholding all legal and procedural requirements throughout the hearing process, including due-process protections for individuals under supervision.</p> <p>Prepares for each hearing by gathering, reviewing, and analyzing criminal histories, violation histories, and other relevant records. Information is obtained from LEDS, OJIN, eCourt, NCIC, archived files, and any additional</p>

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

		<p>verified sources needed to ensure a comprehensive understanding of each case.</p> <p>Ensures all required notifications are completed, including legally mandated victim notifications when applicable. Clearly explains hearing rights, legal options, and procedural expectations to individuals on supervision and participants before proceedings begin.</p> <p>Facilitates hearings in a fair, consistent, and orderly manner. Evaluates testimony, documentary evidence, and reports submitted by parole officers, individuals on supervision, victims, and other agency partners. Determines whether alleged violations are supported by reliable evidence.</p> <p>Applies the appropriate sanction(s) using the designated sanction grid and within the Board’s statutory and policy authority. In cases involving potential revocation, provides recommendations to the Board based on legally relevant factors, evidence presented, and risk considerations.</p> <p>Prepares thorough written findings of fact, conclusions of law, and final decisions following each hearing. Ensures findings are distributed to the individual on supervision, the Board, and supervision authorities in accordance with policy.</p> <p>Maintains accurate documentation and ensures records are retained in compliance with statutory and Board requirements. Protects the rights of individuals on supervision, victims, and other participants throughout the hearing process.</p> <p>Communicates effectively with individuals who may be under stress, facing emotional circumstances, or experiencing conflict. Demonstrates professional judgment, calmness, and impartiality when handling contentious or sensitive situations.</p>
15%	N	<p>E</p> <p>Consultation, Training, Compliance, and Related Responsibilities</p> <p>Provides ongoing consultation to Board members, parole officers, hearings officers, and other criminal justice partners regarding sentencing structures, sanction guidelines, interpretation of rules, and case-specific concerns. Serves as a subject-matter resource on the Board’s statutory framework and hearing processes.</p> <p>Designs and delivers periodic training related to laws, administrative rules, Board policies, due-process requirements, and hearings officer procedures. Ensures colleagues remain informed about updates or changes to legal standards, policies, and operational practices.</p> <p>Collaborates with internal and external partners to support the Board’s mission and operational needs. Assists with process improvement efforts,</p>

			<p>policy updates, and cross-divisional initiatives as needed to improve efficiency and service delivery.</p> <p>Performs additional duties as assigned, contributing to the overall effectiveness, quality, and responsiveness of Board operations.</p>
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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.

Work includes regular contact with individuals on supervision, victims, and members of the public who may be upset or hostile.

The position may require occasional travel within the state, including overnight travel, and occasional evening or weekend hours.

Primary work is performed in an office environment with frequent computer use, telephone communication, and document review.

Cultural Competency and Diversity

Employees foster a culture of inclusion and equity by participating in agency forums, valuing diverse perspectives, and contributing to a workplace free of harassment and discrimination. The employee must consistently demonstrate respect, cultural awareness, and alignment with the agency’s mission, vision, and values in all professional interactions.

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.

Guidelines used in this position include Board policies and procedures; Oregon Administrative Rules; Oregon Revised Statutes; agency manuals; case law such as Morrissey v. Brewer (1971); the Oregon Sentencing Guidelines Grid; and Attorney General opinions.

b. How are these guidelines used?

These guidelines provide the legal framework, due-process requirements, and decision-making standards for evaluating alleged supervision violations and determining appropriate outcomes.

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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Oregon State Police – Sex Offender Registration Unit	Email, phone, fax, written documents, mail, in person	Assist in determining notification level and placement on OSP / SORU website.	Daily / as needed
DOC, Oregon and other state or federal law enforcement agencies, general public, inmates, offenders	Email, phone, fax, written documents, mail, in person	Assist in compiling required data.	Daily / as needed
Courts, OJIN / eCourt, LEDS	Email, phone, fax, written documents, mail, in person	Assist in compiling required data.	Daily / as needed
Offender Information and sentencing computation (OISC).	Email, phone, fax, written documents, mail, in person	Assist in compiling required data.	Daily / as needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The position makes independent decisions regarding the interpretation and application of laws, rules, and policies related to alleged supervision violations.

Decisions impact findings of fact, conclusions of law, sanction determinations, the issuance of subpoenas, determinations regarding relevance of witnesses, and recommendations to the Board.

Decisions have significant effects on offender liberty interests, public safety, and system accountability.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
Operation's Manager	4000010	One-on-one, meetings, or discussions.	Daily to weekly, or as needed	Set priorities, assign work, address challenges, measure progress to goals. Evaluate performance, provide feedback.
		Performance Accountability and Feedback discussion in person and in writing	Quarterly	
Executive Director	4000007	One-on-one, meetings, or discussions.	Weekly, as needed	Performance is reviewed to determine general efficiencies and effective compliance

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:

Must model pro-social behavior, reinforce positive behavior, and address negative behavior. Must communicate effectively with custody and non-custody personnel to promote safe, secure, and supportive environments for successful reentry.

The role requires strong attention to detail, the ability to meet deadlines, and effective collaboration with Board members and staff.

Must obtain and maintain LEDS 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 cursor 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	_____ Supervisor Signature	_____ Date
<u>Dylan Arthur</u> Appointing Authority Signature	<u>5.4.26</u> Date		