



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PAROLE HEARINGS EXAMINER II	40	B	7.681
PAROLE HEARINGS EXAMINER I	38	B	7.682

SERIES CONCEPT

Parole Hearings Examiners perform duties involving the evaluation of a prisoner's suitability for release on parole. Incumbents maintain detailed records of specific case factors pertaining to individual prisoners, compile risk data and verify assessments completed by Correctional Casework Specialists of the Department of Corrections; analyze case factors that affect risk, recidivism and rehabilitation; determine whether rehabilitative efforts are adequate or require additional attention; determine the impact of releasing a prisoner on the community; evaluate factors that might mitigate a prisoner's release and the quality of a proposed release plan; and evaluate aggravating case factors that may suggest a prisoner should be denied parole.

Present case summaries and make recommendations to the Board of Parole Commissioners (Board) regarding parole actions, conditions of community supervision, reasons for denying parole and reasons for deviating from parole standards; serve as a representative of the Board in conducting parole interviews, investigations, and preliminary and revocation hearings.

Interpret statutes pertaining to sentencing, parole and corrections, and interpret established case law with respect to due process rights of prisoners being considered for release on, or revocation of, parole; conduct research on cases that appear to conflict with sentencing or parole laws, and resolve potential issues prior to the scheduled parole hearing.

Review appeals from prisoners and make determinations based on the application of laws, policies or regulations and through analysis and verification of data contained in case records, and investigative and other reports; explain, interpret and advise prisoners of parole decisions based on Nevada Revised Statutes (NRS), case law, regulations and Board policies and procedures.

Participate in a panel to determine whether to grant or deny parole (panel decisions are subject to ratification by a majority of the Board).

May serve as a case hearing representative by conducting due process hearings to consider prisoners for release on parole, as directed by the Board.

Interview prisoners, in person or via video conferencing, and receive input from victims and representatives of prisoners; review documents submitted by the court, the Division of Parole & Probation, Department of Corrections, District Attorney, victims of crime, letters of support and opposition from the general public, risk assessment reports pertaining to the recidivism of released prisoners, and any other information pertaining to the release of a prisoner on parole.

Respond to inquiries concerning sentence structure, parole eligibility and parole actions, and laws related to parole; conduct research to develop written responses; respond to parole legal matters and inquiries regarding prisoners from the Attorney General's Office and other agencies or institutions involving lawsuits and/or criminal prosecution.

Perform related duties as assigned.

CLASS CONCEPTS

Parole Hearings Examiner II: Under limited direction of the Board, incumbents hire, train, supervise, coordinate, oversee and audit the caseload assignments and activities of subordinate Parole Hearings Examiners to ensure the parole hearings processes function properly; ensure risk assessments and parole standards are completed accurately within established time frames and conform to established policies and requirements; evaluate individual performance and provide direction; perform the duties of a case hearing representative as needed.

Perform specialized casework dealing with complex legal issues, sentence structure interpretation and multiple problem prisoners, requiring a detailed knowledge of State laws, court orders, and agency regulations; conduct research to obtain all available data to determine if an error has occurred and provide recommendations for resolution. Submit recommendations to the Attorney General, Division of Parole and Probation, Department of Corrections, State Board of Pardons Commission and the Board as needed.

Implement training programs for staff in the areas of parole hearings process, statutory requirements, preparation of risk assessments and parole standards, due process procedures, records management and related functions; provide needed information and direct supervision on agency policies and procedures, NRS, Nevada Administrative Code (NAC), and court decrees.

Parole Hearings Examiner I: Under general supervision, incumbents perform the full range of duties in the series concept at the journey level.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * Incumbents must complete 40 hours of orientation (NRS 213.1088) within sixty days of appointment.
- * Incumbents serving as a case hearing representative (NRS 213.135) must complete 16 hours of continuing education for each year served.
- * Education and experience requirements are established in NRS 213.135.

PAROLE HEARINGS EXAMINER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in criminal justice, law enforcement, sociology, psychology, social work, law or the administration of correctional or rehabilitative facilities and programs, or closely related field, and four years of professional experience which included researching and resolving problems; analyzing, interpreting and evaluating information and making recommendations; writing comprehensive reports; conducting interviews or hearings or making oral presentations; and applying complex laws and regulations, one year of which included supervision of staff; **OR** graduation from high school or equivalent education and seven years of professional experience which included researching and resolving problems; analyzing, interpreting and evaluating information and making recommendations; writing comprehensive reports; conducting interviews or hearings or making oral presentations; and applying complex laws and regulations, one year of which included supervision of staff; **OR** one year of experience as a Parole Hearings Examiner I in Nevada State service. (*See Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: purpose, activities and mission of the Board; purpose, functions and requirements of the Department of Public Safety and Board related to the parole process including revocation; Interstate Compact for paroled prisoners, the impact of assigning special conditions on parolees, and the pre-release process; sentence structure, timekeeping and the effect of credits on minimum and maximum sentences;

MINIMUM QUALIFICATIONS (cont'd)

PAROLE HEARINGS EXAMINER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
effects of revocation on concurrent and consecutive sentences, and the process of conducting hearings on parole violators who are convicted of new offenses outside the State; supervisory principles and practices including hiring, training, assigning and reviewing work, and evaluating employee performance. **Ability to:** represent the Board in the community and make oral presentations before groups to provide information regarding the Board and its policies and regulatory responsibilities; interpret, apply and draft laws, agency policies, post orders, NAC, NRS, and consent decrees to ensure compliance with parole process; oversee and evaluate program activities and processes; identify, research and resolve problems, both internal and external, to the agency; accurately interpret and evaluate information regarding prisoner history and sentence structure; train, supervise and coordinate the work of subordinate staff; establish work performance standards, review employee performance, and administer disciplinary action; relate and communicate effectively with prisoners, family members, and victims of various social, cultural, economic and educational backgrounds using appropriate vocabulary and grammar to obtain information and explain policies and procedures; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: purpose, activities and mission of the Board as applied to supervising program areas.

PAROLE HEARINGS EXAMINER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in criminal justice, law enforcement, sociology, psychology, social work, law or the administration of correctional or rehabilitative facilities and programs, or closely related field, and three years of professional experience which included researching and resolving problems; analyzing, interpreting and evaluating information and making recommendations; writing comprehensive reports; conducting interviews or hearings or making oral presentations; and applying complex laws and regulations; **OR** graduation from high school or equivalent education and six years of professional experience which included researching and resolving problems; analyzing, interpreting and evaluating information and making recommendations; writing comprehensive reports; conducting interviews or hearings or making oral presentations; and applying complex laws and regulations. (*See Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: substance use, abuse and rehabilitation; methods and techniques of reviewing and analyzing data. **General knowledge of:** investigative techniques; legal terminology; problem-solving techniques. **Ability to:** make oral presentations before groups to provide information; act decisively on administrative decrees by recording and transmitting information in an authoritative and professional manner; accept equivocal circumstances and take action where answers to problems are not readily apparent; present accurate and precise data in a timely manner within established time frames; identify, research and resolve problems; obtain facts through personal contacts and observations and verification of records; analyze, interpret and evaluate information and make recommendations; prepare and proofread completed forms, documents and reports according to agency policy and procedures; write concise, logical and grammatically correct reports and correspondence; work independently and as a team member; build and maintain effective working relationships with others; maintain a professional demeanor in the face of resistance, indifference, or hostility from others; understand and apply laws, rules, regulations, policies and procedures; conduct interviews and hearings; probe and obtain critical information; plan, organize and coordinate work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: purpose, activities and mission of the Board; principles, procedures, and techniques of parole risk assessment and parole standards related to prisoner status; purpose, functions and requirements of the Department of Public Safety and Board related to the parole process including revocation; procedures, NAC, NRS, consent decrees, and court decisions as applied to the parole process and due process rights of

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE HEARINGS EXAMINER I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (cont'd) prisoners regarding parole; Interstate Compact for paroled prisoners, the impact of assigning special conditions on parolees, and the pre-release process; sentence structure, timekeeping and the effect of credits on minimum and maximum sentences; effects of revocation on concurrent and consecutive sentences, and the process of conducting hearings on parole violators who are convicted of new offenses outside the State. **Ability to:** apply parole principles and risk information when evaluating prisoners for release on parole; interpret and apply laws, agency policies, post orders, NAC, NRS, and consent decrees to ensure compliance with parole process; relate and communicate effectively with prisoners, family members, and victims of various social, cultural, economic and educational backgrounds using appropriate vocabulary and grammar to obtain information and explain policies and procedures.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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