

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**PAROLE/PROBATION SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a parole or probation program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

**Position Code Title - Parole Probation Specialist-2**

Parole/Probation Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

**Position Code Title - Parole Probation Specialist-3**

Parole/Probation Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

**Position Code Title - Parole Probation Specialist-4**

Parole/Probation Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to a deputy director, chief deputy director, or unclassified equivalent.

**NOTE:**

There are two professional specialist concepts:

**Specialty Area:** Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

**Administrative Assistant:** Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

## **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

**Administrative Assistant:**

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

**Specialist:**

Develops and coordinates a specialized corrections' program in a specified area included in such programs as Community Alternative Programs, Community Program Operations or the Electronic Monitoring Program, at the regional level or above.

Develops long-range plans, programs, and policies for the specialized program.

Formulates procedures, policies, and guidelines for assigned parole/probation programs.

Maintains cooperative working relationships with federal, state, and community agencies involved in the work.

Prepares budgets.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Ability to develop and coordinate a specialized corrections' program.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the social sciences underlying adult parole and probation work, such as psychology, criminology, and sociology.

Knowledge of parole and/or probation laws pertaining to adults and departmental policies relating to the work.

Knowledge of the techniques of parole and probation supervision and treatment.

Knowledge of community organizations and resources.

Knowledge of social attitudes.

Knowledge of interviewing techniques.

Knowledge of behavioral problems, mental illnesses, and minority group problems.

Knowledge of the psycho-sociological factors involved in committing crime.

Knowledge of the psychological effects of incarceration.

Ability to conduct investigations and to evaluate findings.

Ability to recognize pathological behavior.

Ability to formulate a plan of social and economic rehabilitation for individual cases.

Ability to obtain cooperation of parolees, probationers, relatives, employers, and private and public agencies.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to maintain records, prepare reports and conduct correspondence related to the work.

Ability to maintain favorable public relations.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

### **Working Conditions**

The employee is assigned to a specific area of the state.

Some jobs require an employee to be exposed to hazardous work situations.

Employees may be subject to call at all hours.

Some jobs require travel.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to work in a hostile environment.

Some jobs require direct contact with prisoners and/or patients.

### **Physical Requirements**

The job duties require an employee to work under stressful conditions.

### **Education**

Possession of a bachelor's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, sociology, school social work, social work administration, educational psychology, family relations, or theology.

### **Experience**

#### **Parole/Probation Specialist 13**

Four years of professional experience working with adult offenders equivalent to a Parole/Probation Officer, including two years equivalent to a Parole/Probation Officer P11 or one year equivalent to a Parole/Probation Officer 12.

#### **Parole/Probation Specialist 14**

Five years of professional experience working with adult offenders equivalent to a Parole/Probation Officer, including three years equivalent to a Parole/Probation Officer P11, two years equivalent to a Parole/Probation Officer 12, or one year equivalent to a Parole/Probation Specialist 13 or Parole/Probation Manager 13.

#### **Parole/Probation Specialist 15**

Six years of professional experience working with adult offenders, including two years equivalent to a Parole/Probation Specialist 13 or Parole/Probation Manager 13, or one year equivalent to a Parole/Probation Specialist 14 or Parole/Probation Manager 14.

### **Special Requirements, Licenses, and Certifications**

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

PARPROSPL

#### **Job Code Description**

PAROLE/PROBATION SPECIALIST

#### **Position Title**

Parole Probation Specialist-2

Parole Probation Specialist-3

#### **Position Code**

PAPRSPL2

PAPRSPL3

#### **Pay Schedule**

NERE-083

NERE-084

Parole Probation Specialist-4

PAPRSPL4

NERE-085

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10/25/2015