

## Parole Supervisor

**Job Code**  
7558L1

**Job Title**  
Parole Supervisor

**Pay Grade**  
27

### CONCEPT:

This is supervisory and administrative work coordinating parole and parole Compact activities. Work involves planning, organizing, directing and evaluating the work of lower level parole officers and clerical staff. Makes caseload assignments and conducts caseload reviews of subordinate officers in accordance with departmental policy. Works closely with the staff of the Department's facilities, law enforcement agencies, college and university officials and other community resource agencies in the development and coordination of specific program activity. Confers with the Parole Services Administrator regarding the interpretation of various policies and procedures as they apply to the parole function.

### TASKS:

- Supervises and coordinates the functions of parole officers and clerical staff; plans and develops performance standards within a geographical area of the state; develops an on-going training program for staff; coordinates the scheduling and recording of training; reviews and analyzes staff operations on a continuous basis and reassigns or adjusts activities to maintain proper caseload balance; conducts caseload reviews of parole officers to ensure that clients are being supervised in accordance with Field Service Orders.
- Acts as on-site replacement for Parole Supervisors that are responsible for the functions of a parole staff in a geographic area; responds to inquiries received from field parole staff regarding problems or conflicts that affect operating efficiency.
- Serves as Parole Training Coordinator; directs the orientation of new Parole Services staff; serves as liaison to support agencies such as compact authorities, parole boards, judges, attorneys, law enforcement personnel, treatment/service facilities and the general public; makes decisions regarding acceptance or rejection of marginal compact cases, controversial compact procedural issues, continuance of parole as an alternative to revocation, issuance of Kansas parole violation warrants and warrant withdrawals and the return of parole fugitives when apprehended.
- Interprets departmental policies and describes the parole function to public officials, law enforcement authorities and Department of Corrections' institutional staff and interprets matters relevant to placement, parole violations and other problems related to the parole function; resolves differences between field parole staff and local officials as necessary; prepares and presents informal talks for civic and fraternal organizations upon request; establishes and maintains working relationships with institutional staff, law enforcement officials, judicial officials, Court Services Officers and various educational/vocational institutions; continuously seeks methods to improve communications with various agencies that assist in providing services to clients.
- Determines office space, equipment and personnel needs for the district or the Parole Unit of the Central Office.
- Processes referrals to and from other states for supervision of parolees and probationers under Interstate Compact; forwards interstate requests for investigations to Parole Officers and refers requests from the State of Kansas to other states; reviews all investigations for compliance with standards.
- Obtains and reviews case material of Compact parolees and probationers; determines compliance with Compact standards; orders investigations; reviews Compact reports for progress and conformance to standards; takes appropriate action of all Compact cases, except the most unusual or complex which are referred to the Administrator.

### LEVELS OF WORK

- Class Group consists of one class.

**Minimum Requirements:** A Bachelor's Degree with major coursework in criminal justice, social sciences, or behavioral sciences, and two years of experience working with offenders in corrections, parole, or law enforcement. Additional experience may be substituted for the required education as determined relevant by the agency.

**Necessary Special Requirements:**

Some positions in this class require that, at the time of appointment, the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions in this class require the selected candidate to meet the minimum statutory requirements for a law enforcement officer in the State of Kansas pursuant to KSA 74-5607a, and to possess a valid driver's license.

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