

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER No. 94-3-9-2 IN THE MATTER OF ESTABLISHING A NEW CLASSIFICATION AND ADOPTING A SALARY RANGE FOR A PAROLE/PROBATION OFFICER (1 AND 2) SERIES; AND ESTABLISHING 2.0 FTE FOR TWO FULL-TIME PAROLE/PROBATION OFFICER POSITIONS; AND 1.0 FTE FOR A FULL-TIME COMMUNITY SERVICE WORKER POSITION.

WHEREAS, on September 14, 1993, the Board of County Commissioner approved the amended 1993-95 Community Corrections Plan for Lane County; and

WHEREAS, the amended Community Corrections Plan includes funding for a County Intensive Supervision Unit for sex offenders; and,

WHEREAS, the Office of Personnel Services has reviewed the need for a County Probation/Parole Officer and agrees that the addition of this new classification is appropriate; and,

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and responsibilities; and

WHEREAS, Lane Manual requires Board approval for the establishment of a new classification; and

WHEREAS, the Office of Personnel Services has evaluated the position and established a salary range; therefore it is hereby

ORDERED that a new classification be established for the Parole/Probation Officer series as described in the attached classification specification at the following salary ranges:

- Parole/Probation Officer 1 - Range 23 \$24,835 - \$33,301
Parole/Probation Officer 2 - Range 25 \$25,896 - \$34,694

and that 3.0 FTE be established to staff the Intensive Supervision of Sex Offender program.

DATED this 9th day of March, 1994.

APPROVED AS TO FORM
Date 3/15/94 lane county
Teresa J. ... OFFICE OF LEGAL COUNSEL

Jerry Rust
Chair BOARD OF COUNTY COMMISSIONERS

IN THE MATTER OF ESTABLISHING A NEW CLASSIFICATION AND ADOPTING A SALARY RANGE FOR A PAROLE/PROBATION OFFICER (1 AND 2) SERIES; AND ESTABLISHING 2.0 FTE FOR TWO FULL-TIME PAROLE/PROBATION OFFICER POSITIONS; AND 1.0 FTE FOR A FULL-TIME COMMUNITY SERVICE WORKER POSITION.

FILED

MAR 15 1994

COUNTY CLERK
BY [Signature]

LANE COUNTY
F022
F023
Established _____ -94PAROLE/PROBATION OFFICER 1
PAROLE/PROBATION OFFICER 2DEFINITION

To provide supervisory and investigative services to individuals recommended for placement under intensive supervision by releasing authorities, e.g., Courts, Board of Parole and Post Prison Supervision, Department of Corrections, and the Psychiatric Security Review Board.

CLASS CHARACTERISTICS

Parole/Probation Officer 1: This is an entry level class in the Parole/Probation Officer series. This class is distinguished from the Parole/Probation Officer 2 by the performance of work under direct supervision. Receives formal on-the-job training in managing a caseload of clients in the correctional process, including treatment planning, resource utilization and management, individual and group counseling, and unit team management of client programs.

Parole/Probation Officer 2: This is the full journey level class within the Parole/Probation Officer series. Employees in this class manage a full caseload of clients in the correctional process as described above. Employees are also given special assignments and are responsible for independently supervising conditionally released adult felony offenders and monitoring their compliance with the conditions of their release.

SUPERVISION RECEIVED AND EXERCISEDParole/Probation Officer 1

Receives general supervision from assigned supervisory and/or management personnel.

Parole/Probation Officer 2

Receives direction from assigned supervisory and/or management personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Conducts specific types of investigations and prepares written reports for the courts, Parole Board, and other correctional entities.

Plans, develops, implements, monitors and adjusts client treatment programs during counselling process.

LANE COUNTY
Parole/Probation Officer 1/Parole/Probation Officer 2 (Continued)

EXAMPLES OF DUTIES

Prepares and maintains current case records of each client.

Prepares and submits progress reports on each individual under supervision, and maintains chronological records of all contacts and discussions.

Maintains favorable community relations and support through contact with civic groups, public and private agencies, and the general public.

Identifies drug and alcohol problem cases, implementing appropriate surveillance programs including drug/alcohol counseling and therapy.

Develops programs to enhance clients' opportunities to work on behalf of their own social rehabilitation.

Works in conjunction with law enforcement agencies, employers, employees, family members, public officials, civic groups, and public agencies to solve client problems.

Performs liaison with parole boards, work release, public defender, and other agencies to maintain and improve communications relative to clients' institution and release programming.

MINIMUM QUALIFICATIONS

Parole/Probation Officer 1

Knowledge of:

Criminal law and the justice system.

Community resources, services and programs provided.

Analytical processes and methodology.

Social/Behavioral sciences including abnormal behavioral patterns.

Counseling techniques and procedures.

Human relations and the procedures used in dealing with the public as part of a service or program.

Law enforcement, constitutional issues, and corrections programs geared toward rehabilitation.

LANE COUNTY
Parole/Probation Officer 1/Parole/Probation Officer 2 (Continued)

Ability to:

Evaluate behavior and information, and provide a thorough analysis of findings and recommendations.

Deal effectively with persons of varying socioeconomic racial/cultural backgrounds.

Effect the arrest, investigation and/or transportation of offenders.

Work within deadlines and prioritize work.

Adjust program operations to meet changing needs and agency requirements

Respond to emergency or conflict situations in a calm manner.

Communicate with groups or in a one-on-one basis with a variety of individuals, and provide testimony in court.

Write clear and concise reports.

Experience and Training

Training:

Equivalent to the completion of a Bachelor's degree in behavioral science, or a related field with major course work in behavioral sciences.

Experience:

At least one year of responsible experience in the direct delivery of services to clientele or direct client or inmate contact in a social service or rehabilitative setting.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Parole/Probation Officer 2

In addition to the qualifications for Parole/Probation Officer 1:

Knowledge of:

Procedures for arrests, detention, investigations and transportation of offenders.

Advanced group and individual counseling techniques and processes.

LANE COUNTY
Parole/Probation Officer 1/Parole/Probation Officer 2 (Continued)

Ability to:

Defuse aggressive offenders.

Make immediate decisions when dealing with crisis situations.

To work independently and prioritize a large caseload while meeting deadlines.

Experience and Training

Training:

Equivalent to the completion of a Bachelor's degree in behavioral science, or a related field with major course work in behavioral sciences.

Experience:

Two years of responsible experience in the direct delivery of services to clientele or direct client or inmate contact in a social service or rehabilitative setting, may include professional counseling. One year of this experience must have been in a law enforcement/correctional setting.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Certification and License Requirements

Possession of a current Oregon driver's license at the time of appointment is required. Candidates for Parole/Probation Officer 1 must successfully apply for and be issued Parole/Probation certification with the Oregon Board of Public Safety Standards and Training within one year of appointment. Candidates for Parole/Probation Officer 2 must possess this certification at the time of appointment.