Class Concept
Position is the supervisor over a staff of Parole Case Analyst I's and II's within the Parole Commission. Position is responsible for supervising, training, and mentoring staff. Position is involved with hiring decisions, approval of time requests, disciplinary actions, and performance appraisals. Position is responsible for distribution of workload among staff, and reviewing work assignments to ensure compliance with policies and procedures.

The position is assigned a reduced caseload of more specialized or complex cases such as life cases, and early medical release cases. The work requires a complete understanding of multiple sentencing laws, to include an understanding of the interrelationships between different sentencing laws and how they affect parole and post-release supervision eligibility. Position must be thoroughly adept at compiling information on inmates to include utilization of a variety of reports and databases such as: crime version, socioeconomic data, criminal history, drug and alcohol history, medical and psychological reports from Prisons, court records from the Administrative Office of the Courts. Position will utilize information and reports from Community Supervision staff, records and reports from the Division of Motor Vehicles, and other criminal databases such as Criminal Justice Law Enforcement Automated Data Services (CJLEADS), and the NC General Statutes. Position communicates with inmates' family members, victims and their family members, attorneys, and other interested parties, who may be irate or upset.

Position is responsible for training staff on case management within the Parole Commission. Position is responsible for staff having a thorough understanding of all law and statute changes that impact sentencing decisions. Position serves as a representative of the Parole Commission for departmental work groups and meetings and may represent the Parole Commission in legal matters. Position is the approving authority for the Department of Public Safety for Interstate Compact parole and post release supervision cases seeking transfer out of state. Position will implement organizational or procedural changes as needed to increase effectiveness within the Parole Commission.

Recruitment Standards

Knowledge, Skills, and Abilities
- Thorough knowledge of the methods, objectives, and problems of parole and post release work.
- Thorough knowledge of sentencing laws to include all applicable rules and regulations.
- Thorough knowledge of social agencies and other community resources concerned with the rehabilitation of offenders.
- Thorough knowledge and understanding of the habits, attitudes, and psychology of offenders with criminal tendencies.
- Ability to utilize and train others on multiple data sources such as: databases, reference materials, and case files to make appropriate decisions that are in compliance with sentencing laws and regulations.
- Ability to supervise, train, and mentor staff.
- Ability to motivate staff to achieve valid sound recommendations for the Parole Commission.
- Ability to analyze facts and opinions in cases involving the social adjustment of criminal offenders.
- Ability to perform advanced analytical work in determining the advisability of granting parolees and post release supervision conditions, which are suitable for the achievement of the social rehabilitation of offenders.
- Ability to provide advanced level expertise, training, and coaching to lower level Parole Case Analysts.
- Ability to prepare reports concerning information obtained and actions recommended.
- Ability to express oneself clearly in oral and written form.

Minimum Education and Experience
Bachelor's degree from an appropriately accredited institution and six years of related experience such as probation and parole or criminal justice experience that has included involvement in interpreting sentencing laws and statutes; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.