

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV78240
Job Class Code:	510	Salary Schedule:	AREG
EEO Category:	02	Grade:	21
Workers Comp Code:	7720		

Job Code Established:	01/01/94	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Correctional Counseling and Treatment Series

JOB CODE TITLE: YOUTH HEARING OFFICER

HRIS TITLE: YOUTH HRG OFFICER

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for work of considerable difficulty in the review, evaluation and disposition of all recommendations for placement and parole of juvenile wards of the Department of Corrections, including transfer from one facility to another, recommendation for original parole, parole transfers, complete discharge and revocation of parole; and performs related work as required.

EXAMPLES OF DUTIES: Reviews ward case histories and makes decisions regarding transfer of wards from one juvenile facility to another; reviews ward parole applications including reports from diagnostic, classification, guidance, treatment and security staff; participates in parole hearings for eligible applicants for original parole and transfer of parole; analyzes, evaluates and makes recommendations and decisions on acceptability of all parole programs; participates in hearings on parole violations, and determines penalties for such violations; assists in the formulation of parole policies and procedures; negotiates regarding detainers and enters into parole planning with parole authorities of other states which have concurrent jurisdiction; confers about individual application with professional staff, court, law enforcement and legal officials and families of wards; serves as chairman of the Youth Hearing Board on a rotating basis.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: the laws, regulations and court procedures pertaining to parole; the philosophies of correctional rehabilitation and parole; facilities and programs of the State correctional institutions; personality development, social behavior problems, criminal and juvenile psychology, and the situations and problems confronting the offender.

Skill/Ability to: interpret reports of professional diagnostic and treatment staff; elicit varied and meaningful information during an interview; make decisions based on interviews and reports; speak and write effectively.