

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PROBATION AND PAROLE AGENT
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future probation and parole agent positions located within the Department of Corrections. Positions allocated to this classification oversee and provide case management services for adult offenders or juveniles within the community. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions located within the Department of Corrections. Positions allocated to this series monitor caseloads of adult or juvenile community-confined offenders, ensuring the provision of adequate services to bring about social, mental, and economic readjustment of offenders/youth under correctional supervision and to protect the community. Services may be provided to a full range comprehensive caseload or to a specialized caseload such as bilingual, sex offenders, alcohol/drug, mental health, specialty court (drug or veterans), jail support liaison, interstate compact, or other identified specialty areas. Positions are responsible for developing individualized case plans with each assigned offender to reduce recidivism.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition of supervisor or management in Wis. Stats., ss. 111.81(19) and (13), as interpreted and administered by the Wisconsin Employment Relations Commission.

2. Positions which provide professional level social work activities within an institution for a majority of the time and are more appropriately classified as Social Worker-Corrections.
3. Positions which provide professional treatment programming for a distinct population within an institution for a majority of the time and are more appropriately classified as Treatment Specialist.
4. Positions which perform technical security activities for a majority of the time in support of a Probation and Parole Agent monitoring community and/or institutional offenders and are more appropriately classified as Correctional Officer or Youth Counselor.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees enter positions within this classification by competition. Progression to the senior level occurs via reclassification.

II. DEFINITIONS

PROBATION AND PAROLE AGENT

This level is used as an entry progressing to a developmental level for Probation and Parole Agent positions. Positions at this level perform work similar to that described at the senior level. At this level the focus is on learning the procedures, practices, techniques and technology for the assigned duties through supervisory oversight, and gaining competency through both formal and on-the-job training. Positions continue to develop knowledge of offender case management activities and associated concepts, principles, practices, and techniques. Work is performed under close progressing to limited supervision.

PROBATION AND PAROLE AGENT - SENIOR

This level is the full performance objective level for positions in this classification series. Positions perform the full range of duties from routine to complex. Positions at this level are responsible for monitoring a caseload of adult offenders or juveniles to ensure the provision of adequate services to bring about social, mental and economic readjustment of offenders/juveniles under correctional supervision and, consequently, the protection of the community. Specializations within the caseloads may be comprehensive or specialty which can include, but are not limited to: bilingual, sex offenders, alcohol/drug mental health, specialty court (drug or veterans), jail support liaison, interstate compact, or other identified areas. Positions perform a variety of tasks such as: conducting pre-sentence investigations including interviewing witnesses and/or victims; establishing and enforcing a payment plan to meet supervision or monitoring fees determined by court obligation; participating in revocation and other hearings by serving as representative of the department during the proceedings; providing pre-release planning in conjunction with the offender/youth to facilitate successful reintegration into the community; making classification decisions to establish supervision levels; providing surveillance of offenders/youth through frequent contacts and/or electronic monitoring; and completing violation investigations and establishing recommendations on appropriate sanctions in response to the violation (i.e., recommending revocation/termination of community supervision when appropriate; taking clients into custody and transporting them as necessary). Positions perform a variety of community outreach

and liaison activities including, but not limited to, establishing effective working relationships with criminal justice and human service agencies; making public appearances and giving presentations; serving on local and statewide committees; and serving as a liaison to purchase of services agencies. Work is performed under general supervision.

Representative Positions:

Division of Juvenile Corrections: Develop, implement and monitor individualized case plans to address juveniles and community needs; provide individual, group and family counseling; and caseload monitoring for juvenile in an assigned area of the state. Positions identify the nature and causes of youth problems and capacities; formulate service delivery plans to aid youth; monitor and implement case planning; provide guidance; conduct home visits and searches; take youth into custody; upon violating the rules, place on sanction to return to Lincoln Hills School (LHS) for a limited time or revoke their status and return to LHS; conduct community visits with service providers, schools, county social workers and families; develop and refer offenders to appropriate community resources; on dual supervision cases, those with juvenile and adult charges, act as the DCC Agent; ensure offender's compliance with court order; transport youth; conduct urine screens; write reports; maintain case records; provide technical assistance and consultation on juvenile services program development; and perform liaison functions with human services agencies, law enforcement personnel, local courts, institutions and aftercare facilities. Positions may utilize a variety of intervention strategies to modify youth behavior. Positions also may assist in training new Probation and Parole Agent staff.

Division of Community Corrections: Protect communities by monitoring and holding offenders accountable to court ordered supervision; develop, implement and monitor case plans in conjunction with offenders to assist offenders in becoming productive law abiding citizens; prepare presentence investigations, write reports, maintain case records, investigate alleged violations of supervision, represent the department at revocation hearings before an administrative law judge by developing and presenting the case, including testifying, cross examining witnesses, and presenting evidence; transport offenders; conduct urine screens; perform community outreach activities and other special assignments as required. Positions may utilize a variety of intervention strategies to modify offender behavior. Positions also may assist in training entry level staff.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

As a result of the Probation and Parole Agent (A, B, C) Personnel Management Survey, the Probation and Parole Agent A, B, and C classifications were abolished and the Probation and Parole Agent classification progression series was created effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC to update the duties and to remove the lettered progression.