

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
PAROLE COMMISSION MEMBER**

**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 professional positions located within the Wisconsin Parole Commission. Positions allocated to this classification perform professional corrections work relating to the review of inmates of adult correctional institutions for parole/release. 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; statement 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 professional positions located within the Wisconsin Parole Commission which perform reviews of adult inmates and make independent decisions or provide recommendations to the Chair of the Wisconsin Parole Commission regarding their parole/release status. Positions allocated to this classification must meet the definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are, for a majority of the time, engaged in program placement and subsequent release of delinquents committed to juvenile schools of the Department of Corrections (DOC) and are more appropriately classified as Juvenile Review and Release Specialist.

3. Positions which are, for a majority of the time, engaged in provision of oversight and coordination of the program review process at assigned institutions to ensure efficient use of resources and to evaluate and assess placement needs, security levels and rehabilitation programming and are more appropriately classified as Offender Classification Specialist.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

## II. DEFINITION

### PAROLE COMMISSION MEMBER

Positions in this classification report to the Chairperson of the Wisconsin Parole Commission, and provide professional corrections work relating to the review of inmates in adult correctional institutions for parole or release from prison. The work involves utilizing risk assessment tools and evidence based practices to analyze and make judgments, reviewing documentation from multiple sources (i.e. judges, attorneys, victims, victim's families, family support, inmate correspondence reports from institution files, DOC classification committees, institution Social Workers, Psychologists, Psychiatrists, Probation & Parole Agents, treatment staff, security staff, records staff) along with sentence computations, and inmate conduct reports. These positions conduct interviews with victims, victim family members and/or inmates and victims together when requested and will meet on a daily basis meet with inmates to interview them for parole consideration.

Using professional judgment, information is weighed and considered in making a final parole recommendation to the Parole Commission Chairman for those deferrals of 12 months or more to approve or deny parole or release of inmates in adult correctional institutions, farms, and correctional centers. Deferrals of 12 months or less do not require review by the Chairman. Positions will analyze and evaluate each case history to become familiar with pertinent factors to determine whether to recommend release or denial of release. Represent the Parole Commission at Rescinded Grant Hearings, before an Administrative Law Judge, which are held when an inmate had been recommended for release, but then engaged in major misconduct resulting in the rescinding of their release. The Rescinded Grant Hearing is their right to due process and they may be represented by an attorney to present their case if they choose.

These positions function in a highly independent manner, handling their own scheduling and managing their own travel and expenses.

## 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**

The Earned Release Commission Member classification was abolished and the Parole Commission Member classification created effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC as a result of 2011 Act 38 which renamed the Wisconsin Earned Release Review Commission the Wisconsin Parole Commission, effective August 3, 2011.

Historical information: The Parole Commission Member classification was created effective October 16, 1994, and announced in Bulletin CC-SC 28 as a result of the Professional Social Services Personnel Management Survey.

The Parole Commission Member classification was abolished and the Earned Release Commission Member was created effective November 8, 2009, and announced in Bulletin OSER-0252 CLR/SC as a result of the 2009 Wisconsin Act 28 which renamed the Wisconsin Parole Commission the Earned Released Review Commission effective October 1, 2009.

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