



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROBATION AND PAROLE REGIONAL MANAGER

Job Number: 21001925

Job Code: 63060V230916

Job Group: 6300 - PROBATION AND PAROLE

Job Established: 09/16/2017

Job Revised: 09/16/2023

Grade: 18 Salary (MIN - MID):

\$33,091-\$49,637 - Hourly

\$5,377.30-\$8,066.02 - 37.5 Hr. Monthly Salary

\$5,735.78-\$8,603.76 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages operations of a Probation and Parole multi county region and serves as the channel of communications and line of authority to the Division Director and Deputy Commissioner; supervises district supervisors; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Must have seven years of professional experience in probation work and/or parole work, criminal justice, corrections, law enforcement, public administration, or social work dealing with the rehabilitation of offenders.

Substitute EDUCATION for EXPERIENCE:

Graduate study in law enforcement, criminal justice, corrections, behavioral sciences, social work, public administration, or a related field will substitute for the experience on a year-for-year basis up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

Experience in probation work and/or parole work, corrections, law enforcement, criminal justice, social work dealing with the rehabilitation of offenders, or in the supervision and care of young adults (ages 12-21) in a residential, correctional, group home, detention or day treatment program or any combination of the above will substitute for the required education on a year-for-year basis. Current or prior military experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be 21 years of age. Will be required to carry and/or use a firearm; applicant must not be prohibited from the purchase, receipt, or possession of firearms, ammunition, or both pursuant to applicable federal or state law while employed in this job classification; applicant must demonstrate competence with a firearm by successful completion of all required firearms safety training courses offered or approved by the hiring agency. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises District Supervisors in an assigned multi county region. Evaluates, interprets, and applies current legislation along with policies and procedures relating to the departmental mission. Conducts performance appraisals for assigned staff. Makes recommendation for personnel actions such as promotions, layoffs, disciplinary actions, and other personnel decisions. Recommends training to management staff based on notices of training opportunities for employees within a region. Supervises the maintenance of regional records. Assigns staff to monitor operations within a region. Formulates the region's budget request and forwards to agency management. Reviews and takes action on equipment and supply needs for the region. Attends meetings with other regional staff and management to channel information regarding departmental activities. Represents region and/or department on inter or intra agency task forces. Meets with public officials and the public to explain departmental policies and regulations and to answer questions of field operations within the region.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to physically respond to an emergency situation. Must be able to assist in an evacuation or rescue, bend, lift, run, or walk swiftly in order to physically disrupt fights or intervene in a combative situation to protect fellow employees, offender, or citizens from the threat of harm or actual harm at the hands of an offender and/or resident. Must possess the physical agility to secure an offender and/or resident with handcuffs and/or ankle chains or other restraints and, if necessary, engage in forced movement of offenders and/or residents from one location to another.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Works primarily in an office setting. Travel is required within the region and to the Department of Corrections Central Office in Frankfort.

ADDITIONAL REQUIREMENTS:

Applicants must not have been convicted of a misdemeanor crime of domestic violence, a felony, or trafficking in narcotics, dangerous drugs, or controlled substances. Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.