

CORRECTIONS PROGRAM AND POLICY MONITOR

KIND OF WORK

Monitoring contract services for probation policy and procedure.

NATURE AND PURPOSE

An employee in this class is responsible for either monitoring the development, negotiation and compliance contracted services for community programs and/or monitoring probations/parole for compliance to statute, policy and procedure. The incumbent may provide technical assistance and training in probation/parole matters. On sight inspection of contracted facilities is provided by incumbents of this class. Employees may assist in the licensing and inspection of community programs.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Ensure compliance with contract terms and quality service provisions for department clients by monitoring contract services.

Modifies the inspection process of contract facilities to ensure quality service and program growth.

Develops and oversees the evaluation of specific programs.

Develops budget requests for contract community programs.

Ensures that department clients placed on probation by district court receive treatment as specified by statute, court orders and directives.

Provides technical expertise to parole/probation officers to maintain department standards and procedures.

Ensures quality of presentence investigations by monitoring reports and providing training.

Assists in the licensing procedure for community programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the Community Corrections Act.

Thorough knowledge of probation and parole theory and practice.

Thorough knowledge of community resources.

Ability to:

Ability to establish and maintain effective public relations.

Ability to initiate correspondence, keep records and make reports.

Est.: 4/81  
Rev.:

TC:  
Former Title(s):