



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALIST SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Probation Officer & Corr Trmt Spec Supv	G1092S	70	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Provides social services to assist in rehabilitation of law offenders in custody or on probation or parole. Makes recommendations for actions involving formulation of rehabilitation plan and treatment of offender, including conditional release and education and employment stipulations.

Nature of Work

The Probation Officer & Correctional Treatment Specialist Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and supervises people who have been placed on probation. Probation Officer Supervisors supervise offenders on probation through personal contact with the offenders and their families. Instead of requiring offenders to come to them, many supervisors meet offenders in their homes and at their places of employment or therapy and parole officers may arrange for offenders to get substance abuse rehabilitation or job training. Probation Officer Supervisors usually work with either adults or juveniles exclusively. Probation Officer Supervisors also spend much of their time working for the courts. They investigate the backgrounds of the accused, write presentence reports, and recommend sentences. They review sentencing recommendations with offenders and their families before submitting them to the court. Probation officer supervisors may be required to testify in court as to their findings and recommendations. They also attend hearings to update the court on offenders' efforts at rehabilitation and compliance with the terms of their sentences.

Correctional Treatment Specialist supervisors counsel offenders and create rehabilitation plans for them to follow when they are no longer in prison or on parole. Correctional Treatment Specialist Supervisors work in jails, prisons, or parole or probation agencies. In jails and prisons, they monitor the progress of inmates. They may evaluate inmates using questionnaires and psychological tests. They also work with inmates, probation officers, and other agencies to develop parole and release plans. Their case reports, which discuss the inmate's history and likelihood of committing another crime, are provided to the appropriate parole board when their clients are eligible for release. In addition, correctional treatment specialist supervisors plan education and training programs to improve offenders' job skills and provide them with coping, anger management, and drug and sexual abuse counseling either individually or in groups.

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They usually write treatment plans and summaries for each client. Correctional Treatment Specialist Supervisors working in parole and probation agencies perform many of the same duties as their counterparts who work in correctional institutions.

Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Employees in this Role conduct research on planning or policy development; develop programs to address social problems and implement programs through standard professional ethics that are sensitive to cultural diversity; participate as members of a tactical response team; assist enforcement agencies in investigations and arrests; investigate crimes related to offenders; use progressive sanctions; help formulate government policies by analyzing and advocating policy positions.
- Employees conduct complex investigations; engage in surveillances and in apprehension, arrest, search, transport and booking of individuals suspected of criminal offenses, parole and probation violations.

Recommended Education and Experience for Full Performance***

Bachelor's Degree in Psychology, Guidance and Counseling, Penology, Sociology, Social Work and/or Criminology and four (4) years relevant experience, two (2) years of which must be supervisory.

Minimum Qualifications

Bachelor's Degree in Psychology, Guidance and Counseling, Penology, Sociology, Social Work and/or Criminology and two (2) years of experience in a correctional setting. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NETTM is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables

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when making decisions.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Coordination — Adjusting actions in relation to others' actions.

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Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Negotiation — Bringing others together and trying to reconcile differences.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Statutory Requirements: Assignment as a Probation Parole Officer at NMCD must adhere to the following:

- At the time of their appointment, must be citizens of the United States.
- At the time of their appointment, have reached the age of majority.
- Be of good moral character and not have been convicted of a felony or any crime of moral turpitude in the courts of this or any other state or in the federal courts.
- Subject to a drug test as a condition of employment and on-going random drug testing as a condition of assignment to a safety sensitive position.
- Successful completion of the NM Dept. Of Corrections Basic Probation and Parole Officers Certification Training within twelve months of hire and annual re-certification.
- Maintenance of skills in self-defense, handcuffing, baton, and chemical agents and annual re-certification.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions,* and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt.

Bargaining Unit: Not covered

Established: 04/27/2012

Revised:

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.