



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

CORRECTIONAL DEPUTY DIRECTOR OF PROBATION AND PAROLE

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Correctional Deputy Director Prob / Parole	X63014	90	

**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 of Position

Provide statewide operational oversight of the Probation and Parole Division to include supervision of five (5) region managers, ensuring proper supervision of offenders through audits, ensuring the quality of presentence investigations submitted to the courts, monitoring various treatment and supervision programs.

Nature of Work

Deputy Director of Probation and Parole participates in the organization and management of the office to ensure expeditious handling of investigative and supervision responsibilities for the courts and the Parole Board.

Distinguishing Characteristics

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

- The Deputy Director assists the Division Director of Probation and Parole in the administration and management of the Division.
- Participates in the organization and management of the office to ensure expeditious handling of investigative and supervision responsibilities for the courts and the Parole Board.
- Assists in conducting internal investigations of personnel matters as required by the Director.
- Assists in the selection and assignment of personnel.
- Supervises Region Managers and participates in systematic analysis of performance for all staff and training.
- Assists in estimating personnel, space allocation, travel expenses and training.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include the Parole Board, Court, Federal, State and local law enforcement, correctional facilities, social services agencies and the private sector.
- Travel to field offices to ensure operational needs are being met.
- Confers with the Parole Board, judges, attorneys and other interested parties to interpret policies and procedures involving Probation and Parole.
- Participates and assists in promoting quality management including performance measures.

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Minimum Qualifications

Master's Degree in any field from an accredited college or university and eight (8) years of experience in corrections, of which five (5) years must have been in probation and parole and five (5) years must have been supervisory or management. Experience in the areas of social work, guidance and counseling, and/or law enforcement may substitute for up to two (2) years of the required experience in corrections. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling fourteen (14) years may substitute for the required education and experience.

Knowledge and Skills

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Knowledge

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

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.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications. **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

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

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

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Skills

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.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

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.

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

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

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions

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

Statutory Requirements:

Conditions of Employment: Willingness to work under potentially dangerous circumstances in a correctional facility; will be required to work odd hours, overtime, holidays and weekends. 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: N/A

Established: 4/27/2012

Revised: 4/30/2015

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.