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Class Specifications
for the Class:PAROLES AND PARDONS ADMINISTRATOR
(PAROLES AND PARDONS ADMR)**Class Distinguishers**

Complexity: This class reflects responsibility for administering the Parole Administration Division in support of the Hawaii Paroling Authority. The position in this class serves as the division chief and directs a professional staff performing paroles-pardons work through subordinate supervisors. The position is responsible for policy formulation, program planning, budgeting, personnel, and overall direction of program activities. The division program involves developing reports and recommendations to the Authority on rules and regulations, minimum imprisonment terms for new prisoners, clemency, final discharge and pardons, parole supervision, retake and re-imprisonment of parole violators, Interstate Compact, and other operational activities in support of the Authority.

Personal contacts are extensive and include coordination and liaison with local, State and national professional organizations to insure and improve standards of professional work; and establishment and maintenance of good public relations to educate and interpret the paroles and pardons program to the public.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Laws, rules and regulations pertaining to parole; principles and practices of public administration, including personnel administration and budgeting; principles and practices of public relations; principles and practices of parole work; socio-economic problems and conditions contributing to crime and delinquency; and community resources and their utilization in assisting clients.

Ability to: Plan, organize, direct and coordinate a parole program; formulate policies and procedures; obtain, analyze and evaluate facts; write comprehensive reports clearly and concisely; organize and direct the work of subordinates; establish and maintain effective working relationships with personnel of other agencies and with the general public; and obtain the cooperation of staff members.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Plans, organizes, directs, monitors and evaluates the activities and programs of the Parole Administration Division.
2. Plans and directs the improvement and expansion of services.
3. Formulates, directs and monitors the establishment of standards, policies and procedures concerning the division's programs and operations.
4. Provides direction to the branch and offices to ensure the effective application of laws, rules, regulations, and policies and procedures affecting the Hawaii Paroling Authority's program.
5. Integrates, coordinates and evaluates services within the Authority statewide to ensure parolees receive optimal services.
6. Plans and coordinates the collection of data and information needed to prepare reports, and for planning and decision making purposes.
7. Provides technical consultation on parole issues to the Chairman, Governor, Legislature, criminal justice agencies and others.
8. Plans, prepares and justifies the division's budget; and assumes responsibility for fiscal control through regular reporting of all expenditures.
9. Supervises and instructs subordinate supervisory personnel in order to achieve planned objectives; reviews training needs of staff and provides for staff development.
10. Arranges for and participates in inter-agency meetings and conferences to formulate policies and procedures to ensure harmonious working relationships.
11. Prepares legislative drafts, bills, and testimonies and assists/participates at hearings and responds to inquiries for information and/or interpretation of rules and regulations.

This is an amendment to the class specifications for the class PAROLES AND PARDONS ADMINISTRATOR (PAROLES & PARDONS ADMR) which were approved on March 6, 2000.

DATE APPROVED: 11/13/14

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