

**CORRECTIONS CHIEF HEARING OFFICER****Nature of Work**

Under general supervision performs advanced work in developing, managing, monitoring and evaluating a formal inmate disciplinary hearing program. Responsibilities include planning, implementing, and evaluating the Corrections Hearing Officers' processes and procedures. An employee in this classification has full supervisory responsibility over Corrections Hearing Officers assigned to numerous facilities within the Division of Corrections located throughout the state to include assigning Corrections Hearing Officers to different facilities as needed. The scope of responsibility includes planning the operations and procedures of the program; directing the work of employees; developing, scheduling and evaluating employees; evaluating effectiveness of processes and procedures; interpreting statutes, regulations and policies. This position has wide latitude for the exercise of independent judgment. Performs related work as required.

**Distinguishing Characteristics**

Position assigned to this level will be responsible for supervisory duties involved with the Corrections Hearing Officers and management of the inmate disciplinary.

**Examples of Work**

Plans, organizes, directs and supervises the work of subordinate employees; establishes performance measures and ensures measures are adhered to. Coordinates schedule of subordinate employees to ensure coverage in all institutional units, oversee, and evaluate docket distribution. Assists in the development of policy and procedure for the inmate disciplinary hearing process. Interprets and oversees adherence to federal and state laws, Division of Corrections regulations and guidelines for compliance with operational procedures. Assesses training needs, develops, and implements training curriculum for new and experienced Correctional Hearing Officers. Monitors and evaluates unit operations and the services provided to inmates. Develops and implements mechanisms for reporting work activity and monthly status reports to management. Assists in the recruitment and selection of staff; recommends disciplinary matters, staff development and other personnel actions. Performs as Correctional Hearing Officer on an as needed basis as situations dictate. May be required to testify in court proceedings.

**Knowledge, Skills, and Abilities**

Knowledge of modern correctional principles and practices.  
Knowledge of state and federal laws and regulations relating to corrections.  
Knowledge of Department of Corrections hearing procedures.  
Knowledge of the policies, procedures, and regulations of the Division of Corrections and the assigned institution.  
Ability to develop policy and procedure in the area of assignment.  
Ability to coordinate program/services on an inter- and intra- agency level.  
Ability to plan and evaluate the work of others.  
Ability to maintain records of program operations.  
Ability to communicate effectively, orally and in writing.

**CORRECTIONS CHIEF HEARING OFFICER (CONT'D)**

**Minimum Qualifications**

**Training:** Bachelor's degree from an accredited four-year college or university with a degree in criminal justice, corrections, social work, or related behavioral science field.

**Substitution:** Additional qualifying experience as described below may be substituted for the required training on a year-for-year basis.

**Experience:** Three years of full-time or equivalent part-time paid professional experience in a corrections, probation/parole, law enforcement, military, social work, recreation, or legal environment.

**Substitution:** Doctor of Jurisprudence degree from an accredited four-year college or university may substitute for the required training and experience on a year-for-year basis. **OR** A Master's degree from an accredited college or university in criminal justice, corrections, social work or related behavioral science field may substitute for the required experience on a year-for-year basis.

Established: 11-15-07

Effective: 1-1-08