

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-CORRECTN CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Field Operations Administration
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL ANALYST-E	<b>10. Division</b> Parole Board
<b>5. Working Title (What the agency calls the position)</b> Suspend Analyst	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> TILLEY, HOLLY S; DEPARTMENTAL MANAGER-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> LUTZ, KELLY S; DEPARTMENTAL MANAGER-3	<b>13. Work Location (City and Address)/Hours of Work</b> Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

**14. General Summary of Function/Purpose of Position**

The Parole Board Suspend Analyst is responsible for assessing and analyzing high priority new information received after the Board has granted a parole action and determining what necessary steps need to be initiated. Steps taken may include, but are not limited to, a referral to the Parole Board, follow-up with facility staff for additional information, making necessary contacts for pending charges, processing certain parole actions as directed by the Chair, and handling sensitive and confidential information received from external sources. The Suspend Analyst will evaluate and analyze the priority of new information before referring the case to the Parole Board.

The Analyst processes cases in the post interview phase of the consideration process. This requires analyzing criteria by which a case is eligible for a particular action and processing it accordingly. The processing may be internal to the MDOC, to the prison records office, the parole release unit, and other department units or external to other law enforcement agencies, state departments, and the public. The Analyst ensures that the Parole Board has complete and accurate information post interview. The Analyst obtains misconduct documentation, follows up with Records Office staff to resolve active hold for charge detainees, and processes other pertinent documentation for the Parole Board received from outside sources. This position assists Parole Board Members during the parole consideration process by obtaining information that is missing or adding new information received post interview.

The Analyst schedules cases that have been suspended onto an interview event according to policy, creates a Notice of Intent (NOI) and ensures that the NOI is properly signed and returned. The Analyst documents all required information in the Departments Computerized Database (DCD).

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 40**

Assesses and analyzes new information received after the Board has granted parole action and determine necessary steps needed for resolution. This includes referrals to the Parole Board when appropriate.

**Individual tasks related to the duty:**

- Reviews and analyzes new information received from Record Offices, victims, outside agencies and determine if a referral to the Parole Board is needed. This includes but not limited to offender misconducts, outside detainees, pending charge detainees and victim letters. If a referral is needed, the analyst creates the referral in the department's computerized database (DCD), making sure to attach pertinent supporting documentation, excluding confidential information.
- Creates Parole Board reviews for suspend cases in the DCD.
- Creates Suspend interview events in the DCD and designates an interviewing Parole Board member.
- Schedules offenders for suspend interviews in the DCD according to policy.
- Creates the Notice of Intent to schedule an interview, ensures the notice is timely or that the offender waives their right to a timely notice and makes sure to receive a signed copy of the notice from the facility Records Office.
- Reviews Parole Board members voting dashboards in the DCD to ensure voting is completed and the new decision is disseminated.

**Duty 2**

**General Summary:**

**Percentage: 35**

Analyzes and reviews every case with a parole eligibility date change.

**Individual tasks related to the duty:**

- Review and analyze new information, (amended JOS, new Time Review & Dispositions, and new Basic Information sheets) that is received from the prison facilities Records Office(s) that impacts the offender's parole eligibility date and determine if there is any active parole action. If no active parole action, the Analyst determines if the offender is past their parole eligibility date or close and should be scheduled for a Parole Board interview. Or if the offender is already scheduled for an interview, should the interview date be changed to an earlier interview week.
- Refers the information to appropriate Parole Board staff for processing.
- If there is positive parole action, the Analyst refers the case back to the Parole Board for new action or suspend processing.

**Duty 3**

**General Summary:**

**Percentage: 10**

Maintains relevant databases and statistics specific to work area within the Office of the Parole Board.

**Individual tasks related to the duty:**

- Maintain relevant statistics and a means by which the success or failure of unit can be measured.
- Maintain tracking systems to follow cases through the respective consideration processes.
- Maintain statistics to determine daily production of unit.
- Maintain database to identify cases referred to the Parole Board including the outcome of the referral.
- Maintain database to identify cases that have been suspended by the Parole Board.
- Interpret data for reports provided to the immediate supervisor, Parole Board Sr. Manager, or Parole Board Chair.

**Duty 4**

**General Summary:**

**Percentage: 10**

Provides quality assurance to case processing.

**Individual tasks related to the duty:**

- Audit work completed by other employees and units for accuracy.
- Assess all open pending charges prior to the interview dates and determine need for follow-up.
- Complete referrals to Chair, making recommendations on reasoning for suspended parole on sensitive issues.

**Duty 5**

**General Summary:**

**Percentage: 5**

Other duties as assigned. This position is responsible for other duties assigned by the immediate supervisor, Parole Board Manager, or Parole Board Chairman including, but not limited to:

**Individual tasks related to the duty:**

- Complete projects and reports.
- Represent office at meetings and on committees.

- Provide analysis of unit status to Parole Board Chair and Manager on a monthly basis.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

As a Suspends Analyst, this position makes an independent analysis of substantial historical information about the prisoner once a positive parole action has been granted. The analyst's decisions during this process affect the way the prisoner is assessed and evaluated by the Parole Board Member who reviews and votes the case prior to parole release. Therefore, this analysis is an important factor in decisions which have a direct impact on public safety. This position also collects misconducts, time reviews and detainers information concerning prisoners who have a positive parole and make decisions about how information in these reports is conveyed to the Chair of the Parole Board. These decisions require prompt review of information to assess the urgency of the Board's decision on any given case.

**17. Describe the types of decisions that require the supervisor's review.**

Decisions that are based on ambiguous or incomplete information.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

This job is performed in a typical office setting. It requires sitting for long periods while reviewing files and making computer entries. It also requires repeated handling and movement of prisoner files.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> N | Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes

**23. What are the essential functions of this position?**

As a Suspends Analyst, this position is responsible for referring new information to Parole Board Members for review following the issuance of a decision to parole.

Reviews and analyzes all cases with a new parole eligibility date and determines what action should be taken.

Reviews all cases that have a detainer attached and determines appropriate action.

This position also oversees the creation and maintaining of several databases which are frequently relied upon for accurate and efficient reporting to other DOC administrations. All analysts within the Office of the Parole Board have a direct impact on making cases available to Board Members for timely consideration, thus affecting the timeliness of decisions and bed days utilized by the Department.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

Requesting to update position DEPTALTEA57Y in accordance with MCSC Regulation 4.01. The update is to make this position more specific to the Suspends Analyst role within the Parole Board. General Summary is being updated, and duty percentages are being updated to more accurately reflect work. Previously, the Analyst positions in the Parole Board shared

a generic PD. Given the high volume of requests for suspend review, this position has evolved to no longer include pre-screening duties. This position receives new information from statewide sources before and after the Parole Board grants a parole. The information received is analyzed by this position to determine the appropriate steps for processing. Many of the responsibilities in the current PD were also completed by this position prior to this point.

**25. What is the function of the work area and how does this position fit into that function?**  
The Parole Board is the releasing authority for certain adult felony offenders who have been committed to the Department of Corrections. Once a prisoner has served his/her minimum sentence, the Parole Board is mandated to determine whether or not to parole a prisoner based on a comprehensive assessment of the prisoner's risk to the public. This position provides the Parole Board with essential information which the Parole Board uses to help determine whether or not a prisoner should be released on parole.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**  
Possession of a bachelor's degree in any major.

**EXPERIENCE:**

**Preferred Experience:** A minimum of two years' experience with the Department of Corrections including significant work with prisoner files, parole, probation and/or the parole consideration process.

**Departmental Analyst 9**  
No specific type or amount is required.

**Departmental Analyst 10**  
One year of professional experience.

**Departmental Analyst P11**  
Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

**Alternate Education and Experience**

**Departmental Analyst 9 - 12**  
Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**  
Knowledge of the parole and/or parole consideration process. Knowledge of prisoner files and the factors relevant to parole decision making. Sufficient computer skills to learn to use the Departments Computerized Systems. Ability to quickly find and accurately interpret information.

**CERTIFICATES, LICENSES, REGISTRATIONS:**  
None

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_

Supervisor Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date