State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. DEPTALTET49N

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.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Field Operations Administration
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	**10. Division** Parole Board
5. Working Title (What the agency calls the position) Parole Board Pre-Screener	**11. Section** Pre-Screening
6. Name and Position Code Description of Direct Supervisor LUTZ, KELLY S; DEPARTMENTAL MANAGER-3	**12. Unit** Pre-Screening
7. Name and Position Code Description of Second Level Supervisor WAKLEY, TAMARA L; DEPARTMENTAL MANAGER-4	**13. Work Location (City and Address)/Hours of Work** Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

The position of Pre-Screener Analyst for the Michigan Parole Board is responsible to assess and analyze case files of prisoners being considered for parole. Pre-screeners conduct a complex case analysis of the crime and criminal history, institutional behavior, program recommendations and progress toward completion, personal and social history, and release plans. The case is further assessed using evidence-based risk instruments to establish criminogenic risk and needs assessments which correlate to specific tasks and goals designed to address each risk factor. Pre-screeners will review individual prisoner progress and outcomes relative to these risk factors and form an independent Parole Board specific impression of risk and need to inform the Parole Board member when determining whether to release the prisoner. Pre-screeners reduce the amount of time necessary to conduct a Parole Board interview and allow the Members to dedicate resources on more complex cases and workload demands.

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: 90**

This position will pre-screen the files of prisoners who are being considered for parole by the Parole Board. The position will also review and summarize commutation / pardon applications for Board Member's review and recommendation.

Individual tasks related to the duty:

- Review the Central Office file and complete the assessment guide in Corrections Offender Management System (COMS) for prisoners under consideration for parole.
- Determine how each prisoner is to be assessed on various factors related to assessing a prisoner's potential risk to the public.
- Conduct a complex case analysis of the crime and criminal history, institutional behavior, program recommendations and progress toward completion, personal and social history, and release plans.
- Use evidence-based risk instruments to review criminogenic risk and needs assessments which correlate to specific tasks and goals designed to address each risk factor.
- Review individual prisoner progress and outcomes in Department sanctioned programs and activities relative to their risk factors and form an independent Parole Board specific impression of risk and need.
- Prepare a narrative summary report for commutation / pardon applications to be used by the Parole Board for discussion in executive session to formulate a recommendation to the Governor.

Duty 2

General Summary: **Percentage: 10**

Other duties as assigned. This position is responsible for other duties assigned by the immediate supervisor, unit lead worker, Parole Board Administrator or Parole Board Chairperson including, but not limited to:

Individual tasks related to the duty:

- Complete projects and reports
- Represent the office at meetings and on committees.
- Provide back-up coverage for other professional and technical positions within the office.
- Attend trainings, seminars, and presentations relative to Parole Board specific processes and practices.

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

The pre-screener makes independent decisions about how to assess (answer the structured COMS questions) the prisoner being considered for parole. These decisions affect how a prisoner is assessed and evaluated by the Parole Board member who reviews and votes on the case. Therefore, these decisions can be key factors in deciding whether or not a prisoner is paroled.

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

Decisions that are based on ambiguous or incomplete file information. However, since the Parole Board members are ultimately responsible for the accuracy and completeness of the file review, all of the pre-screener's work is subject to review by board members.

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 the repeated handling and movement of prisoner files. Remote work, in the employee's home, is presently optional, but limited, and will be subject to continual review based on MDOC needs.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

The essential duties of this position are to assist the Parole Board to accurately assess a prisoner's risk to the community by completing a thorough review of the central office file of prisoners being considered for parole. The written results of this review are entered into Corrections Offender Management System (COMS) and are used by the Parole Board members to help determine whether or not to parole a prisoner.

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

Requesting to update position DEPTALTET49N in accordance with MCSC Regulation 4.01. Updating all language regarding PBIS to Corrections Offender Management System (COMS), as well as removing Phase I interview information.

25. What is the function of the work area and how does this position fit into that function?

The function of the Parole Board is to be the releasing authority for certain adult felony offenders who have been committed to the Department of Corrections. Once a prisoner has served the 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:

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.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of parole and/or the parole consideration process. Knowledge of prisoner files and the factors relevant to parole decision making. Sufficient computer skills to learn to use Corrections Offender Management System (COMS). Ability to quickly find and accurately interpret information contained in prisoner files.

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**