



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2018 Transitional Parole Officer

SALARY: Biweekly

OPENING DATE: 04/27/18

CLOSING DATE: 05/29/18 11:59 PM

DESCRIPTION:

Transitional Parole Officer

WRITTEN EXAMINATION DATE: June 30, 2018

APPLICATION DEADLINE: May 29, 2018

EXAMINATION FEE: \$100

This examination is being held to establish an eligible list from which to fill Transitional Parole Officer vacancies in the Massachusetts Parole Board.

EXAMPLES OF ESSENTIAL DUTIES:

DUTIES: Under direct supervision of Parole Board employees of higher grade who provide policy guidance, assign work, and review performance for effectiveness and compliance with agency policy; Facilitates the re-entry of parolees into the community; arranges for appropriate services for parolees by making referrals to social service agencies (such as mental health and substance abuse); identifies the need for treatment plans for parolees to ensure compliance with the Massachusetts General Laws and to promote responsible behavior; monitors the activities of assigned parole eligible inmates; maintains liaison with court and law enforcement personnel; completes risks/needs assessments, monitors conditions; makes recommendations relating to parole eligibility; reviews and maintains offender case records; complies with parole board policies, procedures, and mandates; screens inmates for parole consideration; tracks populations at correctional facilities to provide parole hearings on a timely basis; provides information to the Parole Board prior to hearings; implements Parole Board decisions; conducts interviews with inmates; notifies parolees regarding due process rights; gathers information on criminal justice, social services, etc.; and enters inmate data into the agency's data management system.

For additional Transitional Parole Officer job content please refer to the Human Resources Division Job Specification.

EXAMINATION SUBJECTS: The written examination will be designed to test, where practicable, the following competencies which have been established as qualifications for the position:

- Mathematical Reasoning: using mathematical concepts to solve a problem

- Interviewing: for the purpose of obtaining pertinent factual information.
- Information Ordering: Following a given rule or set of rules correctly in order to arrange things or actions in a certain order, such as, letters, words, pictures, procedures, and sentences.
- Problem Sensitivity: Being able to identify a problem or a potential problem, but does not involve solving the problem.
- Written Comprehension: Reading and understanding information and ideas presented in writing.
- Evaluating Information Against Standards: Evaluating information against a set of standards and verifying that it is correct.

To access the optional reading list for this examination, visit: [Transitional Parole Officer Reading List](#)

TYPICAL QUALIFICATIONS:

ELIGIBILITY: Applicants must have at least two years of full-time or equivalent part-time, professional experience in probation or parole work, criminal justice, law enforcement, social work, psychology, vocational counseling or rehabilitation counseling, or any equivalent combination of the required experience and the substitutions below.

- **SUBSTITUTIONS:**
 - An Associate degree may be substituted for one year of the required experience. *
 - A Bachelor's or higher degree may be substituted for the required experience. *
- ***NOTE:** One year of education is equal to 30 semester hours. Substitutions listed above are made on the basis of two years of education for one year of experience. Education toward a degree will be prorated on the basis of the proportion of the requirements actually completed.

APPLICATION: All applications must be received by the application deadline, and accompanied by an examination processing fee. You will receive two confirmation e-mails when you have completed the process: one e-mail confirming your application has been received, and one e-mail confirming your payment has been received. Your application is not complete until you have received both confirmation e-mails. If you have not submitted payment of the examination processing fee on or before May 29, 2018, your application will not be processed or accepted. Once your application is successfully submitted, you will see a "click to pay" button. Click on the "click to pay" button to pay for your examination.

CREDIT FOR EMPLOYMENT/EXPERIENCE: Pursuant to the provisions of [MGL Ch. 31, Section 22](#), individuals may apply to receive credit for employment or experience in the position title of Transitional Parole Officer. If you believe you are eligible for this credit, you must claim this credit in the application. All claims must be verified by supporting documentation, which must provide specific details of any employment or experience you have in the job title of Transitional Parole Officer, including dates of service and number of hours worked per week. The supporting documentation must be on original letterhead with a signature from the appointing authority where the employment or experience occurred. Please note, credit for employment or experience is applicable only to individuals who achieve a passing score on the written

examination, and cannot be added to a failing examination score. Claims must be submitted during the application period; supporting documentation needs to be submitted by July 7, 2018, by e-mail to civilservice@state.ma.us or attached to your application.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: If you need special testing accommodations due to a documented impairment, you must submit a letter of support from a qualified professional detailing what type of accommodation you require at the examination site, and such letter must be scanned and attached to your application. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for the examination, and will not be used for any other purposes.

FEE WAIVER: The examination fee may be waived for applicants receiving certain state or federal public assistance, or unemployment insurance. Click on this link for the [Fee Waiver Form](#). You must follow the instructions on the Fee Waiver Form regarding proper submission and supporting documentation. All Fee Waiver forms must be submitted on or before May 29, 2018.

Applicants can submit a claim for the following preferences during the application period.

- **Veteran Preference:** Click on this link for further information- [Veteran's Preference Information](#).
- **Disabled Veteran Preference:** Click on this link for further information- [Disabled Veteran's Preference Information](#).
- **Selective Certification for Bilingual/Gender Transitional Parole Officers:** If an appointing authority requires that a Transitional Parole Officer be fluent in a second language (e.g., Spanish, Vietnamese, Haitian Creole, etc.) or are a specific gender, the appointing authority may request that competition for that vacancy be limited to persons who have such skills. You will need to prove your language fluency at the time of appointment.

It is your responsibility to review the [Certification Order of Lists](#) on our website. During the Civil Service Unit's review process or during the life of the applicable eligible list(s), applicants must make original supporting documentation available should the issue of authenticity arise with any submitted document copies.

CURRENT MILITARY PERSONNEL: All military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on the examination date, must request a makeup examination in email, with a copy of your military orders attached. Please include in your request your e-mail address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication.

NO MAKEUP EXAMINATION: With the exception of current military personnel as described above, no applicant has a right to a makeup examination due to personal or professional conflicts on the testing date. Applicants are advised to consider this BEFORE applying for the examination. If you file an application by the application deadline, but are unable to appear on the examination date due to an emergency or unanticipated hardship, you may request a makeup examination by filing a written request with verifiable documentation to the Civil Service Unit no later than 7 calendar days from the original written examination date. The Civil Service Unit reserves the right to approve or deny your request.

NOTICE TO APPEAR: Notices to Appear including time and location of examination will be e-mailed to applicants after the close of the application period, and prior to the examination date.

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, applicants must present current and valid government issued photo identification with signature (e.g., driver's license, passport, military ID). Applicants will not be allowed to take the examination without a valid identification.

UPDATING INFORMATION: Applicants are responsible for maintaining accurate contact information. Failure to keep your records up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on [Update Your Profile or Eligible List Information](#).

REFUNDS: There will be NO REFUND of the examination processing fee unless the examination is cancelled by the Civil Service Unit.

SALARY: Inquiries concerning salary should be directed to the appointing authority at the time of the employment interview.

PRIVATE SCHOOL OR SERVICE: The Civil Service Unit does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not responsible for their advertising claims.

Applicants who pass the written examination and receive a conditional offer of employment from the Parole Board will be instructed on how to continue with the other screening processes. Questions about qualifications listed below should be directed to the appointing authority in question.

- The applicant must take and pass a psychological examination, and a drug screening test prior to employment as mentioned in [Code of Massachusetts Regulations Title 515: Department of State Police](#).
- The applicant must be able to pass a thorough background and criminal record check. (Once hired, officers are required to access CJIS (Criminal Justice Information Systems) and Criminal Offender Record Information (CORI) records in order to perform their job duties. [DCJIS regulations, 803 CMR 7.00](#), provide that an individual convicted of a felony shall not have access to CJIS nor the information generated therefrom.)
- Based on assignment, the applicant is required to hold a current and valid Motor Vehicle Operator's license.

SUPPLEMENTAL INFORMATION:

Women, minorities, veterans, and people with disabilities are encouraged to apply.

For more information or inquiries about this and other civil service examinations, visit www.mass.gov/civilservice or e-mail the Civil Service Unit at civilservice@state.ma.us

The Civil Service Unit's office hours are Monday through Friday, 8:45am – 5:00pm, except holidays. Inquiries may also be made to the Civil Service Unit during these hours at the following numbers:

Boston area: (617) 878-9895 or (617)-878-9700
Toll-Free Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762

APPLICATIONS MUST BE FILED ONLINE AT:

<http://www.mass.gov/civilservice>

One Ashburton Place
Room 301
Boston, MA 02108

Position #180630TPO
2018 TRANSITIONAL PAROLE OFFICER
HC

civilservice@state.ma.us

2018 Transitional Parole Officer Supplemental Questionnaire

- * 1. TRANSITIONAL PAROLE OFFICER CLAIM FOR EMPLOYMENT/EXPERIENCE CREDIT: Credit will be given only for experience in the position title for which the examination is conducted. In other words, since you are taking the examination for Transitional Parole Officer, you can claim any experience you have had performing work ONLY as a Full Time Transitional Parole Officer. While HRD may hold military make-up exam session(s) after June 30, 2018, HRD will not grant credit for experience accumulated after June 30, 2018. CALCULATING EMPLOYMENT/EXPERIENCE CREDIT: You will receive 0.2 points for each month of creditable employment/experience as a Transitional Parole Officer. One month equals 172 work hours. Part-time work employment/experience will be prorated on the basis of a 40-hour workweek. Your Employment/Experience Credit is weighted at 10%. If you do not qualify for Employment/Experience Credit, your overall score will be based on your examination score alone. VERIFYING EMPLOYMENT/EXPERIENCE CLAIMS: Supporting documentation must be provided in the form of a dated letter, signed by the appointing authority or your employer (past or present), identifying the position title, type of job responsibilities, dates of experience, whether the experience was full or part-time and other pertinent information concerning your experience. If the experience was less than full-time, the verification must include the actual time worked, e.g., number of hours per week. Letters of verification must be on original, official letterhead or stationery, with an original signature. Supporting documentation may be submitted at the exam site, or submitted by mail which must be postmarked within 7 calendar days of the written examination. EMPLOYMENT/EXPERIENCE CLAIM APPEALS: Employment/Experience Claims will only be calculated for individuals who achieve a passing score on the written exam. Employment/Experience Credit cannot be added to a failing written examination score in an attempt to achieve
- ☐ Yes ☐ No

* Required Question