

Collateral Parole Board Assignment Descriptions

Data Liaison: Duties include interfacing with the Department of Corrections and Division of Criminal Justice research offices. The goal is to maintain continuity in our communications, research and tracking of Parole Board statistics. In addition, this person will keep track of data-related questions and requests generated by Parole Board members, and communicate those requests to the appropriate research offices. To the extent necessary, the Data Liaison will consult on the design and modeling of data-related studies and reports conducted on behalf of the Board.

Legal Liaison: Duties include interfacing with the Attorney General's office on behalf of the Parole Board. The goal is to maintain continuity in our communications and tracking of legal issues related to the Parole Board. The Legal Liaison will keep a "tickler system" to track and update the status of different legal issues as they arise.

Outreach Coordinator: Duties include assistance with scheduling and coordinating outreach efforts and activities for the Parole Board. The Outreach Coordinator will actively seek opportunities to present the Parole Board and its mission in a favorable light. As the individual responsible for the "public face" of the Board, the Outreach Coordinator will work with appropriate IT staff to maintain and update the Board's website.

Scheduling Coordinator: This person (or these people) manages the Parole Board calendar from week-to-week. With the oversight of the Parole Board Chairperson, the Scheduling Coordinator makes assignments to other Board members, ensures enough time is budgeted each week to complete Full Board hearings, and helps schedule training and outreach events for the Board. The Scheduling Coordinator works closely with the Parole Board Office Manager and support staff in ensuring the work of the Parole Board is completed timely and efficiently.

Training Coordinator: This person will create an annual training plan for the Parole Board. The annual training plan will ensure each Board member completes statutory training requirements. The Training Coordinator will document such training and maintain training records on behalf of the Board. The training plan will be reviewed and approved by the Parole Board Chairperson, and training evolutions will be coordinated through the Scheduling Coordinator.