

DUTY STATEMENT

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

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EFFECTIVE DATE:

CDCR OFFICE OR CLIENT AGENCY Division of Adult Parole Operations (DAPO) Northern Region	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Stockton 4 Parole Unit	CLASS TITLE Parole Agent II (Supervisor), Adult Parole
WORKING DAYS AND WORKING HOURS Monday through Friday Varies a.m. to Varies p.m.	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 061-106-9763-403

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

Under the direction of the Parole Agent III, Adult Parole, the Parole Agent II, Supervisor, Adult Parole, will function both as a case carrier and as a supervisor to a subordinate staff of Parole Agents and office staff, when applicable, and oversee the day to day operation of the parole-unit as follows:

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
45%	<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> Supervise Parole Agent I's and may supervise clerical/support staff responsible for a set caseload of adult parolees/releases Provide direction and guidance to staff on policies and procedures related to the parolee function Instruct subordinates on the policies and standards of individual treatment of the adult parolees Consult with staff and provide guidance on complex case issues, make recommendations on reports to paroling authorities Analyze data on unit performance, parolee performance, and paroling authority actions to ensure compliance and conduct caseloads audits Provide training and mentoring to staff on appropriate courses of action in various situations involving contact with parolees, their family and the community. Bilingual: Field incoming calls requiring a Spanish speaking interpreter and complete other job related projects as assigned.
25%	<ul style="list-style-type: none"> Directly supervise and counsel a partial caseload of adult parolees/releases Engage in activities designed to bring about the prevention and deterrence of a return by the parolees/releases to behavior that constitutes parole violations and/or crime Adapt parolee/release treatment program to the individual Confer with parolee/release friends and relatives to explain and interpret the treatment programs with a view toward eliciting their support Investigate proposed parole release programs to determine acceptability Work closely with various public and private agencies concerned with correctional rehabilitation to investigate alleged and/or possible violations of conditions of parole and release Recommend appropriate case dispositions, and maintain current case history records of cases supervised
20%	<ul style="list-style-type: none"> Supports the Parole Agent III in parole unit administrative duties, including: responding to citizen complaints, implementation of new mandates, laws, and programs, such as Parole Reform
10%	<ul style="list-style-type: none"> Attend meetings, training, and conferences Share in the management of the office site and interact with applicable persons and agencies (including local police, sheriff, non-profit organizations) Act on behalf of the Parole Agent III in his/her absence

DUTY STATEMENT

DESIRABLE QUALIFICATIONS

- Highly motivated individual who enjoys challenges and working in a fast paced, professional environment.
- Possess excellent work habits and ability to work independently and as a team member.
- Excellent verbal and written communication skills.
- Excellent attendance and dependability.
- Proficient PC skills, especially in Excel and Word, as well as knowledge of VIMO, SOMs, and SharePoint.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE