

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA-

EFFECTIVE DATE:

CDCR OFFICE OR CLIENT AGENCY DIVISION OF ADULT PAROLE OPERATIONS	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Community Transition Program	CLASS TITLE Parole Service Associate
WORKING DAYS AND WORKING HOURS Monday through Friday a.m. to p.m.	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 061-082-9776-206

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.

The Parole Service Associate (PSA) receives professional supervision and training from the Community Transition Program (CTP) Parole Agent II, Supervisor assigned to the institution. The PSA is responsible for securing, assessing, and entering information obtained on inmates preparing for release or parolees post release.

% 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. (Use additional sheet if necessary)
	ESSENTIAL FUNCTIONS
35%	Initiate and complete the electronic CDCR Form 611, Release Program Study (RPS), for inmates prior to release. The PSA shall screen each case to determine DAPO or PRCS supervision eligibility, review CDCR databases in order to input the required data, and serve conditions of parole/probation and reporting instructions. Initiate Transfer Investigation Requests as needed.
30%	Review inmate/parolee criminal history utilizing SOMS/ERMS. Schedule and conduct evidence based criminogenic needs assessment interviews with inmates/parolees. Record information obtained from the file review and interview into the COMPAS database. In collaboration with the Division of Rehabilitative Programs (DRP), help facilitate program placement to assist inmates in addressing their criminogenic needs, to effect successful parole and reintegration in to the community. Create a case plan and provide a copy to the inmate prior to release.
20%	Upon request, schedule and facilitate Pre-Release Video Conferences (PRVC) with inmates prior to release utilizing a state-issued laptop computer, web cam, speaker and Microsoft Lync/Skype. This will increase communication between offenders and their probation officers/parole agents, allowing for more effective pre-release planning.
15%	Maintain a working relationship with institution staff, community based programs and outside organizations/agencies to provide/obtain information to/from inmates/parolees. Collaborate with institution and parole unit staff throughout the state to enhance and improve parole planning and placement strategies. Assist with the completion of risk assessments and service provider database updates, as needed
	Access and/or enter information into various databases such as, but not limited to COMPAS, SOMS, ERMS, APOMS, PVDTS and CLETS in order to perform CTP responsibilities. Prepare reports and correspondence.
	Attend work-related meetings and mandated training. Assist with the training of newly hired PSA's. Assist the PA II Supervisor during CTP presentations and training provided to CDCR staff and/or offenders.
	Desirable qualifications: Incumbent should be familiar with the basic operation of a laptop computer, and possess basic computer skills and familiarity with Microsoft Outlook. Willing and able to work in the institution setting and have face-to-face interaction with inmates.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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
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