

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations (DAPO)		POSITION NUMBER (Agency-Unit-Class-Serial) 061-036-9763-503			
DIVISION / UNIT  Court Compliance- South		CLASSIFICATION TITLE Parole Agent II (Supervisor), Adult Parole			
		WORKING TITLE Parole Agent II (Supervisor), Adult Parole			
		TIME BASE / TENURE Perm/FT	CBID S06	WWG E	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION Orange County		INCUMBENT		EFFECTIVE DATE	
<b>CDCR'S MISSION and VISION</b>					
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>					
<p>The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.</p> <p>CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.</p>					
<b>DIVISION OVERVIEW</b>					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS 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.					
<b>GENERAL STATEMENT</b>					
Under the direction of the District Parole Administrator, the Parole Agent II, Supervisor (PA II) conducts supervision of the day to day operations of the Armstrong Oversight Program, District Court Compliance Unit. The PA II is to ensure the Notice Agent follows approved policy and procedures when providing the Notice of Charges. S/he is responsible for appropriate staffing coverage in their respective District. The PA II will perform the duties of the Notice Agent when necessary. The PA II is to represent DAPO when interacting with the local courts, jails, district attorneys, public defenders, the Board of Parole Hearings and other stakeholders during the revocation process. Pursuant to the Court's mandates, as set forth in <i>Armstrong v. Brown</i> , the PA II will conduct inquiries into allegations of patterns of non-compliance. The PA II will ensure efficient, timely, and complete responses to allegations of ADA non-compliance. Due to the requirement of the position to routinely interact with other state and county law enforcement agencies as well as the public, professional business attire is required. Travel is required.					
<b>% of time performing duties</b>		<b>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.</b>			
<b>ESSENTIAL FUNCTIONS</b>					
50%		Supervises the Parole Agent I(s) (PAI) and clerical/support staff. Provides guidance regarding unit priorities, goals and objectives. Manages, assigns and coordinates the work of the Armstrong Oversight Program, District Court Compliance Unit along with monitoring the Districts workload. Provides training regarding compliance with the various Court's mandates set forth in the <i>Armstrong v. Brown</i> litigation. Conducts remedial training when deficiencies are noted. Establishes performance standards, ensures staff is receiving mandated training. Completes employee performance evaluations, providing feedback, as well as handling disciplinary actions. The Parole Agent II is the primary DAPO representative responsible for Filing the Petition for Revocation, Warrant			

	Request and Order and the Request to Order to Recall Warrant with the Superior Court; attend any hearings related to the revocation process, when requested by the local court pursuant DAPO policy.
25%	Acts as the lead Notice Agent to serve the Notice of Charges to parolees housed in county jails following the placement of a Penal Code Section 3056 parole hold, document and notify the county jail staff of reasonable accommodation(s) that may be needed on behalf of the parolee pursuant DAPO policy; regular travel required within assigned District and occasionally statewide.
20%	Case conference with PA I(s), make recommendations and compile information relative to non-compliance with the Court's orders in <i>Armstrong vs. Brown</i> . Inquire and identify all allegations of misconduct, as well as identify involved witnesses and subjects. Assess sensitive or complex issues, apprise the Parole Administrator of any change in the complexion of the inquiry. Accurately track and document all case activity in designated database. Develop liaisons with outside law enforcement agencies at the Federal, State, or local level to address issues of common interest.
5%	Attend all training required for the Parole Agent II, Supervisor classification, as mandated by CDCR, DAPO and various Court mandates. Participates in relevant specialized out-service training to enhance skills. Other duties as required.

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

**CONSEQUENCE OF ERROR**

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

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

**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

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