

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Board of Parole Hearings		POSITION NUMBER (Agency-Unit-Class-Serial) 065-154-5778-002 – 005, 007, 012, 016, 017		MCR / HCR	
DIVISION / UNIT Legal		CLASSIFICATION TITLE Attorney I			
		WORKING TITLE Attorney I			
		TIME BASE / TENURE P FT	CBID R02	WWG 1	COI Yes ☐ No ☐
LOCATION _____ street		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
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.					
DIVISION OVERVIEW					
The Board of Parole Hearings (BPH) maintains a high performing parole hearing system to protect and preserve public safety through the exercise of its statutory authorities and policies while ensuring due process to all criminal offenders who come under the jurisdiction of the BPH.					
GENERAL STATEMENT					
Under the direct supervision of the Assistant Chief Counsel, the Attorney advises the Board of Parole Hearings and its employees on all legal matters affecting policies and operations.					
% 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.			
35%		Responsible for the analysis, research, writing and presentation of legal assignments, such as, but not limited to class action briefings, analysis of court-ordered hearings, review of proposed parole decisions, and release memos. Travel throughout the state to BPH and CDCR headquarters, CDCR institutions, and other locations in California is required.			
25%		Develop subject matter expertise to draft and analyze legal memoranda, legislative measures, regulations, policies, correspondence, and miscellaneous decisions.			
20%		Advise and train the Executive Officer, Commissioners, Deputy Commissioners, and other employees on legal issues affecting the Board, including the Americans with Disabilities Act, the Bagley-Keene Open Meetings Act, and the Public Records Act. Make oral presentations during public Executive Board Meetings and new hearing officer training.			
15%		Respond to urgent communications regarding parole hearings.			

5%

Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

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.

CONSEQUENCE OF ERROR

- Example: 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