

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Headquarters		POSITION NUMBER (Agency-Unit-Class-Serial) 065-158-7500-001		MCR / HCR 1
DIVISION / UNIT  Board of Parole Hearings		CLASSIFICATION TITLE Career Executive Appointment (CEA)		
		WORKING TITLE Chief Deputy, Field Operations		
		TIME BASE / TENURE Full-time/Non-tenured	CBID M01	WWG E
LOCATION Sacramento, CA	INCUMBENT		EFFECTIVE DATE	

**BOARD OF PAROLE HEARINGS- MISSION and GOALS**

**Mission**

The mission of the Board of Parole Hearings (Board) is to protect and preserve public safety while ensuring due process to all persons who come under the Board’s jurisdiction.

**Goals**

- To maintain a high performing and professional parole hearing and review system that protects California’s communities and is far to all adult incarcerated individuals.
- To ensure and develop programs that promote shared responsibility for community safety and provide meaningful participation for parties interested in parole hearings and reviews.
- To allocate financial resources and personnel in an effective and efficient manner consistent with the Board’s mandates and the laws of the state.
- To develop preventative strategies to minimize legal challenges to the Board’s decisions.

**CDCR’S VISION and COMMITMENT**

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**Commitment**

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

**DIVISION OVERVIEW**

The Field Operations Division conducts parole suitability hearings, Elderly Offender hearings, nonviolent parole hearings for indeterminate sentenced incarcerated persons, Penal Code Section 3000(b)(4) reconsideration hearings, and Offenders with a Mental Health Disorder certification, annual, placement and rehospitalization hearings. The division conducts nonviolent reviews for determinately sentenced incarcerated persons, and Petitions to Advance and Administrative Reviews for incarcerated persons

in the parole suitability hearing process. The division also conducts parole discharge reviews for supervised persons under the Board’s discharge jurisdiction. The division also includes the Americans with Disabilities Act Compliance Unit and the Central Office Calendar, a clearinghouse and source of information regarding on-going cases. Additionally, it is responsible for placement of holds pursuant to the Offenders with Mental Health Disorders law and the Sexually Violent Predator law.

**GENERAL STATEMENT**

Under the direction of the Executive Officer, Board of Parole Hearings (BPH), the Chief Deputy is responsible for the direct management and oversight of the parole authorities quasi-judicial administrative hearing process and related activities; provides administrative and policy direction, and direct supervision of Associate Chief Deputy Commissioners and Deputy Commissioners. The Chief Deputy has indirect supervision of Correctional Counselors and support personnel; and be responsible for operational and policy control of statewide hearing functions. The Chief Deputy will participate in division and department policy formulation, implementation, and decision making.

% 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.
40%	Direct management and oversight of all hearings, in absentia decisions, and calendars; identifies policy issues requiring analysis and resolution; assures proper and consistent application of laws, regulations, and policy in hearing decisions; ensures changes are made in hearing policy, procedure, or decision-making based on new statutes or case law; ensures that training is provided.
25%	Direct management and oversight of the statewide parole hearings operations; reviews reports of late or problem cases resulting in hearing delays and assures that the issues are addressed with and by the proper authorities within the approved policies of the BPH; provides guidance in the presentation of the legislative and statutory changes, which affect the powers and duties of the BPH, such as the Indeterminate Sentencing Law, Determinate Sentences Laws and others affecting prison terms and paroles.
20%	Serves as liaison with the California Department of Corrections and Rehabilitation (CDCR), county jail Commanders, Wardens, District Attorneys, and high-ranking law enforcement officials regarding hearing policies or prisoners/parolees of particular interest; reviews and makes decisions on requests for exceptional actions including release of inmates pursuant to parole authority action.
10%	Advises and participates with the Board in executive meetings; attends meetings within BPH, CDCR, with Legislators, Chief Administrative Law Judge's coordinating body, and with other officials; participates in policy decision for division and the BPH.
5%	Acts on behalf of the Executive Officer during absences.

**SPECIAL PERSONAL CHARACTERISTICS**

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.

**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 timeline goals, and varying degrees of negative financial impacts to the department.

<b>To be reviewed and signed by the supervisor and employee:</b>		
<b>EMPLOYEE'S STATEMENT:</b>		
<ul style="list-style-type: none"><li><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i></li></ul>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
<b>SUPERVISOR'S STATEMENT:</b>		
<ul style="list-style-type: none"><li><i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i></li><li><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i></li></ul>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE