

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Board of Parole Hearings		POSITION NUMBER (Agency-Unit-Class-Serial) 065-158-6095-001-015,021-027,918		MCR / HCR	
DIVISION / UNIT Adult Hearings Operations/Field Operations – Hearing Support		CLASSIFICATION TITLE Administrative Law Judge			
		WORKING TITLE Deputy Commissioner			
		TIME BASE / TENURE PT/FT	CBID R02	WWG E	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
LOCATION Statewide		INCUMBENT		EFFECTIVE DATE 6/18/2025	
CDCR'S MISSION and VISION					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
CALIFORNIA MODEL					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into the community.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
CDCR and CCHS are equal opportunity employers to all and are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We endeavor to foster and support diversity, equity and inclusion at all levels of the Department.					
DIVISION OVERVIEW					
The Board of Parole Hearings (BPH) maintains a high performing and professional parole proceedings and review system to protect and preserve public safety through the exercise of its statutory authorities and policies, while ensuring due process to all individuals who come under the jurisdiction of BPH and promote meaningful participation for all stakeholders.					
GENERAL STATEMENT					
Under the general direction of the Supervising Administrative Law Judge, the Administrative Law Judge (ALJ) presides over and conducts complex quasi-judicial and administrative hearings and functions to render decisions on issues before the parole					

authority throughout the state in accordance with the Administrative Procedures Act, administrative rules and regulations promulgated by BPH, statutes and case law for adult incarcerated individuals and supervised persons under the jurisdiction of CDCR. These proceedings include, but are not limited to, parole suitability hearings, parole rescission and reconsideration hearings, pre-hearing conferences, fact finding investigations and proceedings for Offenders with a Mental Health Disorder. The ALJ will also conduct assessments, reviews, screenings and any operational functions necessary to ensure BPH meets the mission to protect and preserve public safety through the exercise of its statutory authorities and policies, while ensuring due process to all individuals under BPH’s jurisdiction. Reviews on the merit include, but are not limited to Petitions to Advance, Administrative Reviews and Non-Violent Parole Process reviews. Additionally, duties may include administrative assignments to assist in policy development, conduct training and continuing education sessions or to carry out other assignments or special projects as directed by the Executive Officer, Chief Deputy Hearing Officer or Supervising ALJ.

% 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%	Conducts parole consideration hearings in state prisons and state hospitals. Serves as a panel member to determine suitability for parole of indeterminately and determinately sentenced incarcerated individuals. Independently reviews and analyzes documents to identify and make appropriate decisions on factors relating to mental health concerns, developmental disabilities, physical disabilities and learning disabilities to ensure all rights are afforded to individuals during hearing processes. Responsible for recording the hearings via electronic recording programs and/or devices.
15%	Conducts nonviolent offender parole process (NVPP) reviews to determine if determinately sentenced incarcerated persons should be released after serving their base term. Reviews electronic files and correspondence from incarcerated persons and stakeholders to determine if the incarcerated person poses a current, unreasonable risk of violence or a current, unreasonable risk of significant criminal activity.
10%	Conducts reviews on the merit of Administrative Reviews and Petitions to Advance to determine whether an incarcerated person’s next parole suitability hearing date should be advanced. Conducts an independent review of the incarcerated person’s institutional record, the decision from the last parole hearing and statements received from the victims, victims’ families or the district attorney’s office to determine whether there has been a change of circumstances or new information which establishes a reasonable likelihood that consideration of public safety does not require additional incarceration. Issues written decisions of the findings.
10%	Conducts detailed independent prehearing review and analysis of the incarcerated person's central file including legal, medical, forensic and other documentation prior to all hearings/reviews. Makes decisions on prehearing requests in parole consideration hearings such as postponements, waivers, and stipulations and prepares technical and substantive review of applicable cases, statutes, regulations and BPH policies and procedures.
10%	Conducts review and analysis of mental health and legal documentation for proceedings regarding supervised patients with a severe mental health disorder, known as Offenders with a Mental Health Disorder (OMHD) proceedings. The ALJ administers oaths, admits evidence, rules on objections and hears testimony regarding statutory criteria for certification, placement, annual review and re-hospitalization hearings and issues written decisions of the findings. The ALJ determines whether a supervised person who meets statutory criteria should be certified as an OMHD and imposes special conditions of parole requiring treatment by Department of State Hospitals.
10%	Reviews files to assess whether a supervised person shall be retained for further supervision or be discharged from parole before the completion of their statutory term of parole supervision. Analyzes the supervised person’s case factors and issues written decisions in compliance with legal requirements and consistent with standard policies and procedures.
5%	Conducts consultation proceedings with incarcerated individuals as a single-member panel to provide information about the parole hearing process to the incarcerated person. Reviews the incarcerated person's central file to discuss conduct in prison and makes written recommendations regarding programming, behavior and parole plans.
5%	Performs other assigned duties that may include special projects, training, appeals, policy or other miscellaneous duties typically performed by the Supervising ALJ. Maintains ongoing and timely communications with Supervising ALJ regarding workload, travel, leave and adherence to policies, rules and procedures. Accurately report leave and timely submit time sheets.

SPECIAL PERSONAL CHARACTERISTICS		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, nonemployees, and employees shall be made aware of this. 		
CONSEQUENCE OF ERROR		
<ul style="list-style-type: none"> 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 timeline goals, and varying degrees of negative financial impacts to the department. 		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
<ul style="list-style-type: none"> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i> 		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<ul style="list-style-type: none"> <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <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> 		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE