

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations (DAPO) Northern Region		POSITION NUMBER (Agency-Unit-Class-Serial) 061-104-9760-402		MCR / HCR
DIVISION / UNIT Redding GPS Parole Unit		CLASSIFICATION TITLE PAROLE AGENT III, ADULT PAROLE		
		WORKING TITLE PAROLE AGENT III		
		TIME BASE / TENURE LT/FT	CBID S06	WWG E
LOCATION Shasta	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION

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

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.

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

DIVISION OVERVIEW

The Division of Adult Parole Operations is responsible for protecting the community by enabling parole agents to play an active role in the local community's public safety plans and supporting the supervised population in their effort to successfully reintegrate into the community. The Division offers a wide range of programs and services and utilizes evidence-based tools to effect long-term behavior change for supervised individuals to earn an opportunity to discharge. The goal is to maintain gains during their parole period that will extend to post supervision. Following their release from incarceration, the Division supervises the most serious and violent persons in the state. The diverse population includes but is not limited to supervised persons with gang affiliations, persons sentenced to a life term, persons with mental illness, persons required to register pursuant to Penal Code 290, and Armstrong class members.

GENERAL STATEMENT

Under the direction of a Parole Administrator I, the Parole Agent III (PA III) is the field unit supervisor managing the day-to-day operations of the unit, supervising staff, including a Parole Agent II, Adult Parole, Supervisor, several parole field agents and clerical support staff. The unit supervisor monitors and directs the supervision of adult parolees residing in a specifically geographical area. The PA III ensures safety equipment is used and procedures are followed, including but not limited to the

Global Positioning System (GPS) equipment. He/she also works with local government and social service agencies to establish reciprocal professional working relationships. The following are the responsibilities assigned:

% 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.
30%	<p>Supervises all agents and clerical staff. Trains staff, evaluates performance and takes or recommends disciplinary action when necessary. Interprets policy and procedures to subordinates; primary labor relations representative for management in interpreting rank-and-file contract provisions, informally resolves grievances. Monitors work conditions and practices. Evaluates work performance and potential for promotion of subordinates' interviews for hiring selection of staff. Participates in Qualifications appraisal panels and hiring panels.</p>
25%	<p>Oversees day-to-day operations of the Global Positioning Systems program for parole unit. Provides supervision to the PA II Supervisor and of field agents. Coordinate with local law enforcement on the use of GPS. Attend law enforcement meetings and assist in criminal investigations pertaining to parolees who are under GPS supervision. Ensure compliance with applicable policies, procedures, and laws.</p>
20%	<p>Conducts planning conferences with parole agents preparatory to arrest, investigations, searches and crisis intervention. Planning includes consideration of safety and tactical issues. Use of appropriate equipment including firearms, restraint equipment, multi-agencies or large number of individuals involved, goes to the scene as tactical commander. Participates in debriefing with staff involved. Supervises routine use of safety equipment including firearms, chemical agents, soft body armor, restraint equipment and vehicles to assure compliance. Assure safe handling and storage of such equipment assigned to the unit. In some locations, will be responsible to insure compliance of Director's Rules at the re-entry or work furlough facility and sees that standards for safe housing, adequate feeding and security practices are met.</p>
10%	<p>Develops local facilities and community resources with social service agencies, other governmental agencies and secures the cooperation of persons interested in the rehabilitation and positive social adjustment of parolees. Public speaking before interested groups. Conducts and coordinates liaison and joint operations with local law enforcement agencies.</p>
5%	<p>Functions as office manager, monitors the office lease and services provided thereunder. Develops and monitors office procedures to maintain a safe, healthy work environment. Controls and monitors evidence and weapons lockers. Functions as administrative officer of the day for the entire region on a rotational basis. In that capacity provides authorization for arrests, searches and placement of parole holds. Collects and analyzes data on unit performance, parolee performance and paroling authority actions. Responsible for review of all accident reports and injury/illness claims for the unit.</p>
5%	<p>Personnel Management Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.</p>

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 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 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