

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) 061-157-9762-210		MCR / HCR 1
DIVISION / UNIT Northern Region/Re-Entry		CLASSIFICATION TITLE Parole Agent II (Specialist), Adult Parole		
		WORKING TITLE Parole Agent II Specialist		
		TIME BASE / TENURE PERM/FT	CBID R06	WWG 2
LOCATION Sacramento	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 Agent III (Reentry Unit Supervisor), the Parole Agent II Specialist screens pre-parole cases and manages Northern Region's training needs. The Parole Agent II Specialist will complete the following duties:

% 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.
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35%	Verifies the Penal Code 3058.8 status, victim information. Coordinates all Administrative Placements for Region pursuant to penal code 3003 and 3058.8 Liaison between Board of Parole Hearings and DAPO parole units on lifer unit assignments. Reviews and process parole verification documentation on lifer parolees pursuant to CDCR policy. Completes pre-parole Mash ups. Screening pre-release cases for case factors that would affect unit assignment. Distribute new training to Northern Region staff by offering guidance to field units specific to Release Program Study, Administrative Placement, and Specialize Unit Assignments. Assist all Northern Region staff with training issues. Reviews all pre-parole packets received by Northern Region Reentry. Determines unit assignments for Release Program Studies (RPS) and Oral RPS's. Verifies correct County of Last Legal Residence (CLLR) criteria and assigns unit placement accordingly or evaluates for possible Transfer Investigation Request eligibility.
35%	Coordinates with Interstate regarding proposed placement for parolees with out-of-state residences. Collaborate with units to include INS, CTP, Victim Services, and Field Units to address case factors for appropriate unit placement. Facilitates and coordinates medical parole placement. Provides unit assignments for alternative custody programs and custody to community transitional programs.
25%	Meet with and consider consultants for use in a variety of programs. Gather and analyze data; make appropriate recommendations to executive staff. Review and analyze manuals, policies, regulatory requirements and proposed legislation. Interpret, advice, and make independent recommendations on policies and procedures for the program. Screen incoming inmate/parolee grievances. Log grievance claims into SOMS and assigned to appropriate staff for resolution.
	MARGINAL FUNCTIONS
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
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SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION

061-157-9762-210

- 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