

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CDCR/DRP/CCWF		POSITION NUMBER (Agency-Unit-Class-Serial) 065-113-9776-029		MCR / HCR 1
DIVISION / UNIT Division of Rehabilitative Programs Office of Program Operations In Prison Programs		CLASSIFICATION TITLE PAROLE SERVICE ASSOCIATE		
		WORKING TITLE PAROLE SERVICE ASSOCIATE (PSA)		
		TIME BASE / TENURE PERM/FT	CBID R06	WWG 2
LOCATION 23370 Road 22 Chowchilla, CA 93610		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION, VISION and COMMITMENT				
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.				
DIVISION OVERVIEW				
The Division of Rehabilitative Programs (DRP) provides rehabilitative programs including academic and career and technical education for incarcerated persons. DRP's Office of Program Operations provides comprehensive pre-release rehabilitative programs and services for incarcerated individuals and comprehensive post-release rehabilitative programs and services to supervised persons to facilitate the successful reintegration of the individuals served back to their communities with the skills to thrive.				
GENERAL STATEMENT				
Under the professional supervision of the Correctional Counselor III (CCIII), the Division of Rehabilitative Programs (DRP), the Parole Service Associate (PSA) independently performs both routine and analytical functions for the California Department of Corrections and Rehabilitation (CDCR) Rehabilitative Services programs.				

Overall, the PSA performs program administration for the California Identification (CAL-ID) card program, assists in screening for eligible participants for DRP programs, and tracks incarcerated persons participation in programs.

% 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%	Review of the Strategic Offender Management System (SOMS) and the Electronic Records Management System (ERMS) along with other applicable programs and incarcerated person's lists to assist the CCIII in identifying eligible participants for placement into CDCR-sanctioned rehabilitative programs. Track and or input participant group attendance regularly and schedule participants for classes as directed by the CCIII. The PSA may interact directly with incarcerated person's in regards to DRP programs.
35%	Independently perform a review of applications for the Cal-ID program from participants who are preparing for release from the institution. Independently verify the Release Program Study desk list of incarcerated persons scheduled for release with the Automated Reentry Management System (ARMS) list of participants scheduled for release. Ensure all eligible participants have had an opportunity to participate in the CAL-ID Program. Verify all required forms submitted by the participants for the CAL-ID Program are accurate and complete. Follow all procedures for participants who have applied for the CAL-ID Program. Independently maintain and update the ARMS tracking system on a consistent basis. Analyze ARMS data for institutional accountability for the CAL-ID Program. Protect and maintain the confidential information on all applications for a CAL-ID card. Maintain electronic copies of the required transmittal form. Process completed CAL-ID packets and follow procedures for sending packets to headquarters. Inventory received CAL-ID cards at the Trust Office and sign Transmittal form certifying receipt. Send an electronic copy of the certified and signed Transmittal Form to headquarters. Ensure all participants are notified if their application for a CAL-ID card has been denied. Ensure all received CAL-ID cards are kept in the Trust Office and perform a monthly physical inventory of CAL-ID cards. Follow all procedures for participants who have applied for a CAL-ID card but have transferred to another institution, or who has had an early release. Ensure all participants who have a CAL-ID card in the Trust Office receive their card upon release from the institution and strictly follow all procedures should the participants fail to receive their CAL-ID card. Follow the CALID Process memo. Send Cal-ID cards to reentry programs to complete the issuance of the card. Act as the institution liaison for the Division of Rehabilitative Programs (DRP).
15%	Track, input, and initiate Milestone Completion Credit (MCC) relating to DRP rehabilitative programs. Monitor Strategic Offender Management System (SOMS) waiting lists to maximize program utilization.
10%	Assist and participate with institutions Steering Committee meetings, DRP meetings, training events, policy development workgroups, Program Accountability Reviews (PAR), provide administrative support to the DRP CCIII as directed, and site visits.
5%	Performs administrative duties including, but not limited to adhering to departmental policies, rules and procedures. Submits administrative requests, including leave, travel, and training in a timely and appropriate manner. Accurately reports and submits timesheets by the due date. Participates in DRP/CDCR trainings and meetings. Receives approval and coordinates occasional business-related travel. Provides back-up coverage when other unit employees are out of the office and to cover for vacancies. Performs other duties, as required

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.
- Provides excellent customer service to both internal and external customers. Interacts in a professional manner with integrity and respect. Delivers effective communication and collaboration.

SPECIAL REQUIREMENTS		
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		
Consequences may result in programming delays and misuse of departmental resources. Such delays can result in decreased Milestone Completion Credits, Educational Merit Credits, or other Achievement Credits that will delay the release/parole of our incarcerated population.		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
<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:		
<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