

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations (DAPO)		POSITION NUMBER (Agency-Unit-Class-Serial) 061-021-9776-270		MCR / HCR	
DIVISION / UNIT Community Transition Program		CLASSIFICATION TITLE Parole Service Associate			
		WORKING TITLE Parole Service Associate			
		TIME BASE / TENURE LT/P	CBID R06	WWG 2	COI Yes ☐ No ☒
LOCATION California Substance Abuse Treatment Facility (SATF) 900 Quebec Avenue, Cocoran, CA 93212		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 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 supervision of the Parole Agent II (Supervisor), the Parole Service Associate (PSA) meets with incarcerated individuals before their release and provides re-entry services. These services include developing individualized re-entry plans and making referrals to appropriate community programming to maximize their opportunities for successful community reintegration.	
% 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%	Initiate and complete the electronic CDCR Form 611, Release Program Study (RPS), for incarcerated individuals prior to release. The PSA shall screen each case to determine DAPO or PRCS supervision eligibility, review CDCR databases in order to input the required data and serve conditions of parole/probation and reporting instructions. Initiate Transfer Investigation Requests (TIR) per current policy.
25%	Review incarcerated individuals/supervised person(s)' criminal history utilizing SOMS/ERMS. Schedule and conduct evidence based, criminogenic needs assessment interviews, in person, with incarcerated individuals/supervised person(s). Record information obtained from the file review and interview into the COMPAS or other identified databases. In collaboration with the Division of Rehabilitative Programs (DRP), help facilitate community program placement to assist incarcerated individuals in addressing their criminogenic needs, to effect successful parole and reintegration back into the community. Create individualized re-entry case plans and provide a copy to the incarcerated individual prior to release.
20%	Consistent with current policy and procedures, schedule and facilitate Pre-Release Video Conferences (PRVC) with incarcerated individuals prior to release utilizing a state-issued laptop computer, web cam, speaker and video conferencing software such as Microsoft TEAMS. This will increase communication between incarcerated individuals and their probation officers/parole agents, allowing for more effective pre-release planning.
5%	Maintain a working relationship with institution staff, community-based programs and outside organizations/agencies to provide/obtain information to/from incarcerated individuals/supervised person(s). Collaborate with institution and parole unit staff throughout the state to enhance and improve parole planning and placement strategies. Participate and collaborate with the Integrated Substance Use Disorder Treatment team as workload allows to assist with promoting successful reintegration. Assist with the completion of manual California Static Risk Assessments (CSRA) by utilizing information within DOJ and FBI RAP sheets, ERMS/SOMS, CLETS and various other resource documents as needed. Assess, diagnose and correct profile information for the purposes of promoting automated CSRA scores.
5%	Access and/or enter information into various databases such as, but not limited to COMPAS, SOMS, ERMS, APOMS, PVDTS and CLETS in order to perform CTP responsibilities. Prepare reports and correspondence. Contact community service providers and update program information within the DAPO service provider database. Have knowledge and skill to efficiently use Microsoft Office programs such as Excel, Word, Outlook, and PowerPoint.
5%	Attend work-related meetings and mandated training. Assist with the training of newly hired PSA's. Assist the PA II Supervisor during CTP presentations and trainings provided to CDCR staff and/or incarcerated individuals, including but not limited to Transition Classes, Re-Entry/Resource Fairs. Assist with cross coverage of other institutions within the same geographical area when needed. Deliver documents to institutional Case Records, answer incarcerated individuals' requests for interview; Assist PAII Supervisor in answering incarcerated individuals' grievances and appeals
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	

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- 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.

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