

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☒ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Institutions		POSITION NUMBER (Agency-Unit-Class-Serial) 065-210-9776-001			
DIVISION / UNIT Adult Institutions, Classification Services Unit		CLASSIFICATION TITLE Parole Service Associate			
		WORKING TITLE Parole Service Associate			
		TIME BASE / TENURE PFT	CBID R06	WWG 2	COI Yes ☐ No ☒
LOCATION Elk Grove, CA		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 California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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 Classification Services Unit (CSU) provides leadership to the Department in the area of classification and housing of incarcerated people. Our goal is to promote consistency in the application of, and compliance with, regulations and policies related to the classification of incarcerated people. The Unit also strives to make the classification process more dynamic in order to both improve the Department's ability to respond to the changing demographics of the population and to implement national best practices.					
GENERAL STATEMENT					
Under the direction of the Supervisor I, the Parole Service Associate provides liaison and casework services for incarcerated persons managed and monitored by the Sacramento Control Office section of CSU. Specifically, the PSA is the liaison between professional parole and correctional staff, incarcerated persons/parolees, vendors and community groups and is responsible for providing casework services for CSU; including tracking and assisting with transportation needs for incarcerated persons who have transferred into and out of California Department of Corrections and Rehabilitation (CDCR) custody through CSU, other Interstate Corrections Compact agreements, the Federal Bureau of Prisons contract; incarcerated persons in other jurisdictions serving California sentences concurrently or consecutively; and participants in community based medical programs (Expanded Medical Parole, Medical Reprieve Program, and Medical Vulnerable Program). The incumbent works closely with outside agencies, medical facilities, Division of Adult Parole Operations, CSU, Case Records Administration, California Correctional Health Care Services and California prisons in carrying out these tasks.					
% 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%	Complete PC290 registration forms, CJIS 8046 and CJIS 8047, CDCR 102 Release Statement forms, 1515-CS Notice and Conditions of Postrelease Community Supervision forms, and Notification to County of Change in Status (CIS) forms associated with program participation and parole plans. Track and generate Release Program Study within six months of the incarcerated person's Earliest Possible Release Date. Assist the Correctional Counselor II Specialist(s) with caseload management of participants such as daily counts, weekly activity reports, updating detainer notices, requesting police/arrest reports, creating files/folders for new interstate cases, and submitting release allowance memorandums. Work closely with outside agencies, medical facilities, Division of Adult Parole Operations, Case Records Services, California Correctional Health Care Services and CDCR prisons in carrying out these tasks. Develop collaborative efforts with other agencies and maintain working relationships with them, departmental staff and participants' families. Assess and record information into various databases, including but not limited to: Correctional Offender Management Profiling for Alternative Sanctions, Strategic Oversight Management System, Electronic Records Management System, Secure Automated File Exchange, Automated Release Date Tracking System and California Law Enforcement Telecommunications System to perform parole planning and placement responsibilities. Provide reports from the databases as requested. Complete other related duties as required.
30%	Track out of state incarcerated persons housed in California as borders, as well as the current location, release dates and next of kin updates for California boarders housed out of state. Prepare and distribute statistical reports as needed. Respond to correspondence, telephone calls, emails regarding California incarcerated persons, including requesting progress reports from other states/CDCR institutions, and activity reports from Parole Agents. Act as a liaison between parole staff, contract staff, community groups and the participants to alleviate existing barriers.
20%	Coordinate arrangements for the transfer of California incarcerated persons to and from other states or federal facilities and back to California institutions when warranted. Participate and present cases in transfer of care conferences, conduct initial interviews and reviews parole conditions for these cases. Research and identify housing opportunities and other resources that may benefit the participants. Assist parolees in reestablishing favorable community relationships.
10%	Attend meetings/conferences hosted by the Division of Adult Parole Operations or other CDCR departments in order to achieve higher performance in the delivery of program services and to identify and solve potential issues related to safety. Interpret and translate data to professional staff as well as interpret and apply rules and instructions. Perform narcotic testing. Obtain necessary documents from outside entities when offender has died in their custody (i.e. fingerprints, photos, next of kin notifications, death certificate), forwards to appropriate parties and ensures placement in incarcerated person's electronic file.
5%	Perform the following 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 time sheets by the due date.

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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 individuals, visitors, nonemployees and employees shall be made aware of this.		
CONSEQUENCE OF ERROR		
• 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:		
• <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