CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Division of Adult Parole Operations (DAPO)	061-337-9754-650			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Parole Administrator I, Adult Parole			
	WORKING TITLE			
Van Nuys Parole Complex	Parole Administrator I, Adult Parole			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	M06	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Los Angeles				

CDCR'S MISSION, VISION and COMMITEMENT

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 the Deputy Regional Administrator (Chief Deputy Administrator), the Parole Administrator I is responsible for planning, organizing and supervising parole field units. The Administrator has direct supervision over the supervisors of the units in that jurisdiction and indirect supervision over all staff assigned to those units. The Parole Administrator I performs 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.
35%	Direct supervision over Parole Agents III (Unit Supervisors), ensuring operational integrity, consistency, and alignment with departmental objectives across all assigned parole units. Provide administrative direction and policy interpretation to supervisors and subordinates, translating complex statutory changes, departmental mandates, and legal updates into clear, actionable field instructions. Plan, organize, and supervise the day-to-day operations of parole units. Institute, interpret, and assist in formulating local policies, procedures, and institutional standards for parole operations to enhance efficiency and risk management.
20%	Review high-level cases, make recommendations and prepare for submission to paroling authorities; make definitive recommendations on the revocation or continuance of parole, or suggest alternative programs, electronic monitoring, or specialized case dispositions. Monitor and review the training of all supervisors; assist in planning, organizing, and directing the regional training program to ensure staff meet all mandatory, tactical, and case-management training requirements.
20%	Completes required reviews of reports by Agent/Unit Supervisor; complete first level review of supervised person appeals. Meet with supervised persons and their families/friends to resolve problems and complaints. Liaison with law enforcement and social service agencies. Ensure positive public relations. Participate actively in employment interviews and the selection of staff; continuously monitor and review affirmative action goals to ensure hiring practices remain equitable, legally compliant, and aligned with departmental workforce diversity benchmarks.
10%	Attend internal and external administrative meetings to represent the division, align on regional operations, and address high-level organizational issues. Take or recommend appropriate corrective or disciplinary actions when necessary to maintain high standards of accountability. Provides orientation to new supervisors; initiate public speaking engagements to provide information to the public regarding parole policies. Coordinate divisional operations seamlessly with law enforcement agencies, courts, and community-based organizations to ensure a unified approach to public safety and rehabilitation.
5%	Monitor/review case count distribution and balance district workload when necessary. Prepares special reports; determines the budget requirements of the region; plans and implements parole programs for out-of-State cases; interprets and carries out provisions of the interstate parole compact; interprets, assists and carries out parole policies and procedures for employment development and supervised person placement; coordinates institutional prerelease training programs and prerelease preparation with field parole needs. Monitor/review allocation of staff, resources, office space, and equipment. Review control documents (jail lists) as quality control before submission to headquarters. Review billing verification for OHO and medical charges on supervised person(s)/incarcerated individuals and charges for security coverage by Sheriff's staff during hearings in local jails. Monitor/review regional budget allocation and advise staff on current budget funding status. Review/prepare Budget Change Proposals.
5%	**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.
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 individuals, visitors, non-employees and employees shall be made aware of this.
- Maintenance of Peace Officer Standards and training in accordance with Penal Code 832 and Department 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 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