**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)<br>Northern Region | 061-149-9754-650 | | | |
| DIVISION / UNIT | CLASSIFICATION TITLE | | | |
| | Parole Administrator I, Adult Parole | | | |
| | WORKING TITLE | | | |
| | Parole Administrator I | | | |
| SIERRA DISTRICT | TIME BASE / TENURE | CBID | WWG | COI |
| | P/FT | M06 | E | Yes ☒ No ☐ |
| LOCATION | INCUMBENT | | EFFECTIVE DATE | |
| AUBURN | | | | |

**CDCR'S MISSION and VISION**

**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.

**CALIFORNIA MODEL**

California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.

**COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

The CDCR and CCHCS are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR and CCHCS are proud to foster inclusion and representation at all levels of both Departments.

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 of Parole Agents III. Provide administrative direction and policy interpretation to supervisors and subordinates. Prepare probationary reports and annual performance appraisals.<br>Second level review for other staff. Consults with supervisors regarding personnel performance, grievances, adverse actions and normal unit operations. Provides orientation to new supervisors; monitor/review training of all supervisors. Participate in employment interviews, selection of staff.<br>Monitor/review affirmative action goals. |
| 20% | Monitor/review unit operations; monitor/review for delivery of services, controls, workload<br>Direct audits of significant areas. In conformance with the Managerial Performance Appraisal Summary, formulates objectives to facilitate the accomplishment of Departmental goals.<br>Objectives are used to measure work performance of Administrator and Unit Supervisors. |
| 20% | Completes required reviews of reports by Agent/Unit Supervisor; complete first level review of supervised person appeals. Meet with supervised person and their families/friends to resolve problems and complaints.<br>Develop and/or recommend contracts with local agencies for casework services.<br>Liaison with law enforcement and social service agencies. Ensure positive public relations.<br>Initiate public speaking engagements to provide information to the public regarding parole policies.<br>Respond to media inquiries pertaining to sensitive and/or newsworthy parole incidents. |
| 10% | Monitor/review case count distribution and balance unit boundaries when necessary<br>Monitor/review allocation of staff, resources, office space, and equipment. |
| 5% | Review control documents (jail lists) as quality control before submission to headquarters<br>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.<br>Monitor/review regional budget allocation and advise staff on current budget funding status.<br>Review/prepare Budget Change Proposals. |
| *5%* | **Personnel Management**<br>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 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 |
|---|---|---|
| | | |