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)	061-002-9762-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Parole Agent II, Adult Parole (Specialist)			
	WORKING TITLE			
Division Training Unit	Parole Agent II, Adult Parole (Specialist)			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento				

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 Parole Agent III (PA III) Division Training Coordinator, the Parole Agent II (PA II) develops and coordinates the Parole Agent academy and statewide training programs. The Parole Agent II provides functional oversight of Parole Agent academy instructors, and up to 160 Parole Agent students. The PA II also acts as the lead during curriculum revision and curriculum design and directs the work of guest subject matter experts. The PA II 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.
40%	Serves as a Parole Agent Academy Coordinator and directs the work of guest instructors. Evaluates performance and completes probationary reports for the academy students. Verifies and checks hours of visiting instructors. Monitors assist and collects travel claims from students and visiting instructors. Works with the PA II Supervisors in order to successfully coordinate and train the Parole Agent academy students. Leads curriculum design revision work groups. In a lead capacity, coordinates the Parole Agent academy schedule relative to classroom assignment, instructors and courses. Monitors and maintains the professionalism, expertise, and development of all academy instructors. Monitors instruction and evaluates instructors relative to presentation skills and lesson plan adherence.
35%	Assists with the supervision of all classroom academic testing. Ensures that all students maintain compliance with the Parole Agent Academy standards or initiates appropriate action. Serves as a liaison between students and the Division Training Coordinator. Must be reasonably functional in the utilization of modern computer programs as responsibilities include the updates of databases and documents associated with the Parole Agent academy.
15%	Serves as a resource and liaison between the Parole Agent academy, Division Headquarters, Regional Headquarters and field units regarding training and Parole Agent academy concerns. Prepares reports and provides training updates as requested by administrative and executive staff. Assists in the revision and processing of Parole Agent Academy lesson plans. Evaluates, analyzes, researches, and completes special projects as assigned by the Division Training Coordinator. Assists with the development and implementation of statewide training projects. Completes other duties or assignments as directed by the Division Training Coordinator.
5%	Conducts training as a primary instructor on a variety of subjects in the Parole Agent academy and statewide; serves as back-up instructor on all subjects.
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**