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)	061-342-9763-413			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Parole Agent II (Supervisor), Adult Parole			
	WORKING TITLE			
Harbor 4 GPS- El Monte Unit	Parole Agent II (Supervisor), Adult Parole			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	S06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Los Angeles County				

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, Adult Parole, the Parole Agent II, Supervisor, Adult Parole, will function both as a case carrier and as a supervisor to a subordinate staff of Parole Agents and office staff, when applicable, and oversee the day to day operation of the parole-unit as follows:

% 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%	Supervise Parole Agent I's and may supervise clerical/support staff responsible for a set caseload of adult supervised persons/releases. Provide training, monitor and provide accountability for Parole Agent I's who are under his/her supervision. Monitor field activities related to supervised persons functions. Serve as a lead trainer for parole agents, including being responsible for on-the-job training on such subjects as: remedial training as it relates to casework or field operations, report writing and documentation, and parole agent safety issues and field operations, including arrests, handheld radio operations, and supervised person supervision techniques. Monitor all aspects of parole supervision when parole agents are in the field, including parole agent safety, motivational interviewing, collateral contacts, urinalysis collection, report writing/documentation, and caseload management. Document the performance of parole agents for use in appraisals and probation reports. Ensure the Parole Agent I's maintain compliance with quarterly/annual training. Instruct subordinates on the policies and standards of individual treatment of the adult supervised persons. Consult with staff and provide guidance on complex case issues, make recommendations on reports to paroling authorities. Analyze data on unit performance, supervised person performance, and paroling authority actions to ensure compliance and conduct caseloads audits. Provide training and mentoring to staff on appropriate courses of action in various situations involving contact with supervised persons, their family and the community.
25%	Directly supervise and counsel a partial caseload of adult supervised persons/releases. Engage in activities designed to bring about the prevention and deterrence of a return by the supervised persons/releases to behavior that constitutes parole violations and/or crime. Adapt supervised person/release treatment program to the individual. Confer with supervised person/release friends and relatives to explain and interpret the treatment programs with a view toward eliciting their support. Investigate proposed parole release programs to determine acceptability. Work closely with various public and private agencies concerned with correctional rehabilitation to investigate alleged and/or possible violations of conditions of parole and release. Recommend appropriate case dispositions, and maintain current case history records of cases supervised.
15%	Assist the unit supervisor as needed in administrative duties to include, but not limited to, the supervision and operations of the parole unit, the supervision of ancillary staff, and the management of the parole unit along with any associated functions to ensure compliance with and adherence to regulations, policies, and directives of the Department.
10%	Attend and participate in staff meetings, departmental briefings, and mandated training sessions to stay updated with current departmental policies, procedures and operational needs. Disseminate relevant information to staff regarding departmental policies, procedures, laws, regulations and operational directives to ensure implementation.
10%	**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