DUTY STATEMENT

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

<table>
<thead>
<tr>
<th>CDCR OFFICE OR CLIENT AGENCY</th>
<th>POSITION NUMBER (Agency - Unit - Class - Serial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Adult Parole Operations (DAPO) Northern Region</td>
<td>RPA-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIT NAME AND CITY LOCATED</th>
<th>CLASS TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Positioning System (GPS) Unit</td>
<td>Parole Agent I, Adult Parole</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORKING DAYS AND WORKING HOURS</th>
<th>SPECIFIC LOCATION ASSIGNED TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Friday 8 a.m. to 5 p.m.</td>
<td>5060 E. Clinton Way Fresno, CA 93727</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROPOSED INCUMBENT (If known)</th>
<th>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5060 E. Clinton Way Fresno, CA 93727</td>
<td>061-951-9765-253</td>
</tr>
</tbody>
</table>

YOU ARE A VALUED MEMBER OF THE DEPARTMENT’S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

Under the supervision of a Parole Agent II (Supervisor), the incumbent is responsible for the supervision and casework services of parolees assigned to the field unit who have been designated as High Risk Sex Offenders (HRSO) and being supervised utilizing Global Positioning System (GPS). GPS Parole Agents supervise and monitor behavior of parolees who wear a GPS device 24 hours a day 7 days a week, investigate parole violations, apprehend and arrest parolees, retrieve GPS equipment, and develop community resources.

% 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. (Use additional sheet if necessary) |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**ESSENTIAL FUNCTIONS**

- The Parole Agent I has the responsibility to install GPS equipment on all GPS parolees, instruct all parolees on equipment charging and care requirements, complete an extensive database registration and enrollment process for each parolee in the computerized tracking information system
- Complete specialized conditions of parole and establish case specific inclusion and exclusion zones for each parolee
- Review daily summary reports received via email for each parolee
- Appropriately respond to all telephonic or other GPS alert notifications, including low battery notifications, zone violations and immediate strap tamper violations
- Liaison with local law enforcement agencies participating in crime scene correlation activities
- Apprehend and arrest parolee who violate their conditions of parole and transports to municipal jail or state prison facilities for return to custody.
- Extensive computer use is required

45%

- The Parole Agent I have the responsibility of supervising all parolees assigned to their GPS caseload.
- This includes anti-narcotic testing, monitoring behavior, employment assistance, referrals, counseling and other services
- Performing field supervision in the home and during employment
- Developing relationships with family and friends to augment knowledge of individual parolees and their behavior patterns.

35%
### Duty Statement

- **10%**
  - The Parole Agent I is responsible for investigating alleged parole violations by obtaining police and other reports, interviewing parties involved.
  - Evaluating information and recommending an appropriate sanction; investigating propose release plans.
  - Conducting parole compliance searches, apprehend parolees who have violated the conditions of parole and attend parole revocation hearings.
  - Additionally, the Parole Agent I has the responsibility to analyze GPS Daily Summary Reports in correlation with and while conducting database searches of parolee mapping tracks to establish GPS parolee movement, behavioral patterns and compliance with supervision conditions.
  - The Parole Agent I provides written reports to the paroling authorities regarding violation of parole conditions, including GPS related violations, discharge review and other matters.
  - Maintains case records, records of supervision, case progress reports and other necessary documents.

- **10%**
  - On a rotational basis act as the Officer of the Day is responsible for opening or closing the office, general office security, and providing service to parolees or members of the public when the assigned agent is not available.
  - Firearms and defensive tactics training and quarterly qualifications.
  - Attend mandatory training and perform other parole agent duties as assigned.

### Desirable Qualifications

- Highly motivated individual who enjoys challenges and working in a fast paced, professional environment.
- Possess excellent work habits and ability to work independently and as a team member.
- Excellent verbal and written communication skills.
- Excellent attendance and dependability.
- Proficient PC skills, especially in Excel and Word, as well as knowledge of VIMO, SOMS, and SharePoint.

---

**Supervisor’s Statement:** I have discussed the duties of the position with the employee.

**Employee’s Statement:** I have discussed with my supervisor the duties of the position and have received a copy of the duty statement.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.