

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## BOARD OF PAROLE HEARINGS

### JOB DESCRIPTION

**Job Title:** Parole Agent III  
**Position No.:** 065-155-9760-003, 065-157-9760-001, 002, 003, 004, 005, 006, 007, 008, 010, 011, 918  
**Division:** Offender Investigations and Screening Division (OISD)  
**Reports To:** Chief Deputy, OISD

#### **SUMMARY:**

Under the general direction of the Chief Deputy, OISD, the Parole Agent III (PA III) serves in the capacity of a supervising PA III or a Senior Investigator for the BPH. As a supervising PA III the incumbent is responsible for the supervision of his/her respective unit staff to include Parole Agent IIs, Parole Services Associate, Associate Governmental Programmer Analyst (AGPA), Staff Services Analyst (SSA) and Office Technicians, Office Assistants and/or Student Assistants. Responsible for processing the more difficult and sensitive cases and/or case reviews and approvals and continual correspondence with the Department of State Hospitals (DSH), the Governor's Office (GO), and the United States Department of Justice and the California Department of Justice (DOJ) as well as staff from the Division of Adult Institutions and the Division of Parole Operations (DAPO). As a Senior Investigator the incumbent is responsible for conducting difficult, sensitive, and comprehensive investigations for the GO and the Board of Parole Hearings (BPH) executive team; the incumbent is responsible for clearly identifying the need and type of investigation, conducting thorough and credible fact findings, conducting interviews when deemed necessary, documenting the findings in a chronological and concise manner and preparing the investigative cases consistent with the facts being reported. All are required to establish and maintain positive relationships with individuals from agencies involved in the administration of criminal justice; responsible for Security during public meetings, and as needed on a daily basis, as well as when escorting the BPH Commissioners to specific locations when required. PA IIIs may also be assigned as lead to other PA IIIs and/or to special project work. Depending on operational needs, the incumbent may be required to rotate work assignments within OISD.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING (other duties may be assigned):**

- 35% Conducts special and sensitive investigations for the BPH, including: recall of sentence cases, upon a recommendation by the sentencing judge or the California Department of Corrections and Rehabilitation (CDCR); life prisoner cases, when the facts or circumstances of the crime(s) and degree of culpability are questioned by the hearing panel during parole consideration hearings; confidential informant cases, when requested for assistance by local, county, and federal criminal justice agencies; International Prisoner Transfer Treaty cases; Sexually Violent Predator Cases and Work Place Violence cases, when

a BPH staff member has been threatened or presents a threat to the workplace; interprets transcripts to ensure parole plans are clearly documented and investigates and confirms the granted lifer inmate parole plans. Provides recommendations and assists the Governor's office in the revision of applicant questionnaires and other forms used in all investigations, but specifically in pardons and commutations. Establishes and maintains close working relationships with Judges, District Attorneys, Sheriffs, Chiefs of Police, Public Defenders, and Probation Officers. Maintains close liaison with Institutions, Office of Correctional Safety and DAPO, DSH, and DOJ and other agencies of the criminal justice system. Assists out-of-state agencies with special investigations and any data request readily available to BPH investigators.

- 35% Gathers criminal history information from various criminal databases (e.g., FBI, Criminal Identification and Index [CII], National Crime Information Center [NCIC], National Law Enforcement Telecommunication System [NLETS], Immigration and Customs Enforcement [ICE], etc., Department of Motor Vehicles (DMV), and the California Court of Appeals and the California Sex & Arson Registry (CSAR) for inclusion in final screening and/or investigative reports for DSH, the GO and the BPH EO. Conducts analysis of all documents gathered for each case including all criminal history as noted on the Federal Bureau of Investigations (FBI), CII DMV, the Probation Officer's Report, Arrest reports, etc., and reviews the Strategic Offender Management System (SOMS) and/or Electronic Management Records System (ERMS), and the Board of Parole Information Technology System (BITS) for inmate's institutional adjustment, addresses community adjustment and reviews any background information for inclusion in the final investigative report that will be reviewed and approved by the Chief of OISD and/or the BPH EO and must encompass. Conducts telephonic and/or in person interviews with inmates/parolees, witnesses, and other parties of interest. Reviews and approves the reports submitted by the PA II.
- 15% Provides information to international, national, state, local, and community agencies regarding specific inmates/parolees/releases and/or regarding the Department's policies and procedures. May also be required to testify in court and/or in board hearings and/or make presentations to the Board's executive team and the public. Develop policy statements, including regulation formulation, and revision of the OISD/Investigations manual, and in other administrative and reporting procedures. Provides executive protection for the BPH Commissioners and general office security for all BPH staff.
- 10 % Conducts special investigations for the BPH, the CDCR, and the GO in regard to various matters concerning indeterminately sentenced inmates. Conducts initial assessments investigations on potential disciplinary or criminal matters and prepares referrals to the Office of Internal Affairs. Prepares memos and correspondence for the Chief of OISD, BPH EO, and Chairperson, as well as suggested response letters for the Governor and the GO staff.

- 5 % Provides training and technical assistance to local agencies in the processing of applications for pardons and Certificates of Rehabilitation, as well as providing training to BPH staff on security measures. Trains employees in the proper use of the CLETS terminal, orders and properly distributes relevant publications, and coordinates with the DOJ for annual audits of system use and employee training. Ensures compliance with the California Law Enforcement Telecommunications (CLETS), Criminal Justice Information System (CJIS), NCIC and NLETS policies and regulations. CJIS and NCIC validation lists and processes the validation. Monitors and maintains the board's security camera system.

**PERCENTAGES INDICATED DO NOT DICTATE WHETHER THE ASSOCIATED TASKS ARE ESSENTIAL TO THE PERFORMANCE OF THE DUTIES FOR PURPOSES OF REASONABLE ACCOMMODATION.**

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:** None noted.

**SUPERVISORY RESPONSIBILITIES:** May be required to supervise Parole Agents and other staff in a major program phase of the adult parole program, including the reentry program, the hearing program, the interstate parole program, and the community-based placement program. On a rotational basis, perform specialized and highly responsible assignments in a staff capacity, assisting division executive staff in developing policies, procedures, and programs; and to do other related work.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** **Either I** In the California state service either:

1. One year of experience performing correctional casework duties in a class with a level of responsibility equivalent to that of Parole Agent II, Adult Parole;

**Or**

2. Three years of experience performing correctional casework duties in a class with a level of responsibility equivalent to that of Parole Agent I, Adult Parole.

**Or II**

**Experience:** Two years of experience supervising a caseload of individuals in one or a combination of the following fields:

1. Probation or parole;

**Or**

2. Social casework or rehabilitation counseling;

**Or**

3. Medical, psychiatric, or correctional casework involving persons with criminal offense backgrounds.

(Completion of one year of graduate training in a recognized school in a field of social work, criminology, sociology, correctional science, administration of justice, or other related field may be substituted for one year of the required experience.) (Experience in California state service applied toward this requirement must be in a class with a level of responsibility equivalent to that of Parole Agent II, Adult Parole.)

**And**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for not more than two years of required education on a year-for-year basis.)

**LANGUAGE SKILLS:** Ability to speak and write using proper English; to write concise problem statements; effectively communicate issues and recommendations; and interpret technical and departmental terminology.

**MATHEMATICAL SKILLS:** Basic math for the determination of release dates, meeting court mandated timelines and time assessments.

**KNOWLEDGE OF:** Principles, techniques, and trends in correctional casework; methods used and problems involved in the supervision and rehabilitation of parolees/releasees/inmates; laws pertaining to prisons, probation and parolees; organization and functions of the CDCR, DAPO, and adult paroling authorities; principles and methods of making investigations and obtaining evidence; laws of arrest, rules of evidence and court procedure; organizations, facilities, and services of public and private welfare and employment agencies available to parolees/releasees/inmates; functions and procedures of state, county, and municipal law enforcement agencies; principles of supervision; employment conditions and opportunities in California and facilities available for instruction, training and placement of parolees/releasees/inmates; firearms policies and handling of safety equipment; field arrest tactical procedures; court procedures required in dealing with violations and conditions of parole; Federal and interstate parole procedures; principles and techniques of personnel management and supervision; principles of organization, public administration and budgeting; Equal Employment Opportunities (EEO) objectives; manager's role in EEO Program and processes available to meet EEO objectives; and the collective bargaining process.

**ABILITY TO:** Plan, organize, and supervise the work of others; analyze situations accurately and adopt an effective course of action; dictate correspondence and make comprehensive and accurate casework reports; communicate effectively both verbally and in writing; and effectively contribute to the Department's Affirmative Action objectives.

**SPECIAL PERSONAL CHARACTERISTICS:** Demonstrated interest in and enthusiasm for working with parolees/releasees/ inmates; ability to inspire the respect and confidence of community agencies, law enforcement personnel, adult parolees/releasees/inmates and their relatives and friends; willingness to travel throughout the State and perform work requiring some evening hours and a willingness to respond to emergencies at any time; tact; emotional stability; normal or corrected to normal hearing, not less than 15/15 visual acuity; physical ability to effectively carry out the duties and responsibilities of the position.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**OTHER QUALIFICATIONS:**

**Background Investigation:** Pursuant to Government Code Section 1031(d), all persons successful in this examination who are not peace officers with the CDCR shall be required to undergo a thorough background investigation prior to appointment.

**Felony Disqualification:** Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.

**Weapons Prohibition:** No prohibition from State or Federal law from possessing, using or having in his/her custody or control any firearm device, or other weapon or device authorized for use by the CDCR.

**Citizen Requirement:** Pursuant to Government Code Section 1031(a), in order to be appointed to a peace officer position a person must be either a United States citizen or a permanent resident alien who is eligible for and has applied for United States citizenship at least one year prior to the final filing date for an examination. The one-year requirement does not apply to permanent resident aliens who have applied for employment prior to their 19th birthday.

**Training Requirement:** Under the provisions of Penal Code Section 832, persons selected as Parole Agents with the CDCR undergo a formal, comprehensive training course in laws of arrest, search and seizure, firearms, and chemical agents at the CDCR's training academy. Successful completion of the training program is a requirement for permanent status as a Parole Agent.

**Age Limitation:** Minimum age for appointment: 21 years, pursuant to Government Code Section 1031(b). Birth date must be stated on the application.

**Drug Testing Requirement:** Applicants for positions in this class are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a designated "Sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

**Constantly:** Involves 2/3 or more of a workday.

**Frequently:** Involves 1/3 to 2/3 of workday.

**Occasionally:** Involves 1/3 or less of workday.

**N/A:** Activity or condition is not applicable.

**Standing:** Occasionally - while standing at file room counter top to review pulled files.

**Walking:** Occasionally – walking in and out of office and buildings.

**Sitting:** Frequently - while reviewing and researching files, preparing correspondence.

**Lifting:** Occasionally - lifts boxes of files which weigh from 25-30 pounds each. Boxes are placed on a hand truck to transport them to the office and back.

**Carrying:** Occasionally - file boxes are carried approximately three feet from the hand truck to a desk and back.

**Bending/Stooping:** Occasionally - to retrieve files from lower shelves in file rooms and to remove boxes of files from hand truck.

**Reaching in Front of Body:** Occasionally - to retrieve files from shelves in file rooms.

**Reaching Overhead:** Occasionally - to retrieve files from upper shelves in file rooms.

**Climbing:** Occasionally - climbs when using the step stool to reach files or forms.

**Balancing:** Occasionally - balances when using the step stool.

**Pushing/Pulling:** Occasionally - will need to push and pull hand truck to get from file room to the office. Will also need to pull the hand truck loaded with files in boxes.

**Fine Finger Dexterity:** Constantly - uses fingers while working with the files, writing reports, answering the telephone, and inputting information into computer-based programs.

**Hand/Wrist Movement:** Occasionally - while pulling/replacing files in boxes, writing reports, and inputting information into computer-based programs

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The PA III works indoors in most cases in a thermostatically controlled environment with linoleum/carpet covered floors. The PA III's environment will usually be within a county jail or a state prison and occasionally, a State Hospital.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Personal computer, tape recorder and other electronic equipment, telephone, fax machine, and other basic office tools. The PA III is required to operate an automobile in order to complete the requirements of the position.

**Information for this job description was obtained by reviewing the California State Personnel Board specification for the position and by observation of the duties as they are currently performed.**

**\*\*This is a rotational assignment subject to the provisions of the Headquarters' Peace Officer Rotational Policy.**

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

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EMPLOYEE SIGNATURE      DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE      DATE