

EDITED KSAPC LISTING

CLASSIFICATION: Administrative Law Judge II, Board of Parole Hearings

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of purpose, activities and responsibilities of the Board of Parole Hearings (BPH) and the Department of Corrections and Rehabilitation (CDCR) to conduct lawful parole proceedings.
K2.	Advanced knowledge of laws and court decisions pertaining to the functions of the BPH and the CDCR as it relates to criminal proceedings in order to make informed decisions.
K3.	Advanced knowledge of principles, techniques and trends in administrative due process of law to be an effective hearing officer.
K4.	Comprehensive knowledge of functions and procedures of the court system of the State of California and law enforcement agencies as related to criminals.
K5.	Comprehensive knowledge of legal principles and their application in order to render decisions.
K6.	Comprehensive knowledge of rules of evidence governing hearing procedures and the laws relating to serving notices, administering oaths and issuing subpoenas to provide guidance to staff.
K7.	Comprehensive knowledge of principles, techniques and trends in administrative law to ensure efficient and fair hearings.
K8.	Comprehensive knowledge of principles and objectives of effective personnel management to ensure staff are properly trained and supervised.
K9.	Comprehensive knowledge of oral and written communication to effectively exchange information and/or provide assistance to others.
K10.	Comprehensive knowledge of the equal employment opportunity objectives to promote fair hiring practice and provide harassment free environment for staff.
K11.	Comprehensive knowledge of a manager's responsibility for promoting equal opportunity in hiring, employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.
K12.	Basic knowledge of computer applications (e.g., Microsoft word, Outlook, Excel, etc.) to perform daily work assignments.

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Ability to:	
A1.	Identify, investigate and report on problems or situations relating to the policies or procedures of the Department of Corrections and Rehabilitation (CDCR) as they relate to the Board of Parole Hearings (BPH) to ensure efficiency, fairness and due process in proceedings.
A2.	Analyze, appraised evidence, and apply legal principles to conduct proceedings.
A3.	Interpret and apply laws, regulations and policies pertaining to the functions of the BPH and the CDCR to conduct proceedings.
A4.	Evaluate psychological and psychiatric reports in hearing proceedings to render decisions.
A5.	Extract pertinent facts and data from offenders' files to present them in a clear, concise manner to make sound written and verbal decisions.
A6.	Conduct a fair and impartial proceeding which includes gathering relevant information and prepare appropriate findings and rendering decisions.
A7.	Provide assistance and guidance to Administrative Law Judges (ALJs) on complex or sensitive cases to ensure fair and efficient proceedings.
A8.	Direct the activities of ALJs responsible for conducting hearings and administrative reviews and other duties to meet the operational needs.
A9.	Review and evaluate hearing decisions made by ALJs to ensure consistency and compliance with the laws.
A10.	Establish and maintain cooperative working relationships with private and community agencies, officials and staff members to ensure operational needs are met.
A11.	Analyze situations and take effective action to ensure proceedings are conducted efficiently.
A12.	Gather, record and evaluate pertinent and meaningful statistics and reports to prepare recommendations.
A13.	Communicate effectively orally and written to exchange information and/or provide assistance to others.
A14.	Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

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<i>Personal Characteristics:</i>	
PC1.	Demonstrated understanding of policies and regulations of the Board of Parole Hearings and the Department of Corrections and Rehabilitation.
PC2.	Willingness to travel throughout the State on short notice.
PC3.	Willingness to work long hours as required.
PC4.	Tact, high moral standards, patience, and emotional stability to represent the board.