

EDITED TASK LISTING

CLASSIFICATION: Administrative Law Judge II, Board of Parole Hearings

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

Task Statements	
1.	Organize the schedule of Administrative Law Judges (ALJs) in a geographical area to ensure work is performed efficiently utilizing communication skills, research skills, appropriate training, laws, regulations and Departmental policies and practices, as required.
2.	Supervise ALJs and clerical staff in a geographical area to ensure work assignments are completed timely and accurately utilizing interpersonal skills, relevant training, laws, regulations and departmental policies and practices as required.
3.	Provide training to ALJs and clerical staff to develop and maintain their skills and expertise in the performance of their duties in accordance with departmental guidelines utilizing laws, regulations and departmental policies and practices, as needed.
4.	Evaluate ALJs and clerical staff through probationary reports, Individual Development Plans, training to maintain the quantity and quality of the work produced utilizing Bargaining Unit Agreement, appropriate training, managerial skills, and interpersonal skills, as needed.
5.	Represent Board of Parole Hearing (BPH) in contact with the Department of Corrections and Rehabilitation (CDCR), law enforcement agencies, the Attorney General's Office and other interested public and private agencies to ensure BPH's hearing process is implemented fairly and properly utilizing communication skills, negotiation skills, personal knowledge, appropriate training, laws, regulations and departmental policies and practices, as needed.
6.	Presides over quasi-judicial hearings to determine if inmates are suitable for parole using California Code of Regulations Title 15 (CCR Title 15), Penal Code, and Case Law as required.
7.	Monitors hearings conducted by ALJs and performs on-site reviews to ensure compliance utilizing statues, regulations and BPH policies and procedures as required.
8.	Review decisions made by subordinates to ensure decisions were done appropriately and legally utilizing CCR Title 15, Penal Code, Case Law and departmental policies and practices as required.
9.	Provide decision consultation to subordinates on difficult cases to provide expertise to make certain all departmental policies and laws are considered utilizing communication skills, personal knowledge, appropriate training, laws, regulations and departmental policies and practices, as needed.
10.	Assist in the formulation of policies and procedures related to the hearing functions of the Board to provide guidance utilizing communication skills, personal knowledge, appropriate training, laws, regulations and departmental policies and practices, as needed.
11.	Function as assistant to the Chief Deputy at headquarters office to ensure operational needs are met using administrative and personnel management skills as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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12.	Maintain the central office calendar to provide assistance to stake holders (e.g. outside public, law enforcements, and other state agencies) regarding BPH hearing process utilizing CCR Title 15, Penal Code, communication skills, personal knowledge, and Departmental policies and practices as needed.
13.	Update training materials to stay in compliance with the laws and regulations utilizing CCR Title 15, Penal Code, and Case Law as needed.
14.	Act as the Chief Deputy in his/her absence to ensure operational needs are met using administrative and personnel management skills, as needed.
15.	Schedule and monitor hearing schedules for calendaring of cases and timeliness of hearings to assure due process utilizing Case Law, court mandates and Board policy and procedures as needed.
16.	Assist with special projects and other related work as designated by the Chief Deputy to ensure operational needs are met utilizing negotiation skills and personnel management skills as needed.
17.	Perform legal research and analysis on various subjects to ensure current practices and procedures are in compliance with the law utilizing CCR Title 15, Penal Code, Case Law, and departmental policies and practices as required.
18.	Provide legal advice to BPH Legal Department after reviewing case files and consider all applicable rules and laws to ensure BPH is in compliance with State and Federal guidelines utilizing CCR Title 15, Penal Code, Case Law and departmental policies and practices as required.
19.	Sit on special panel hearing cases recommended for further action by the Division of Adult Parole Operations to determine if discharge off parole is appropriate utilizing CCR Title 15 and departmental policies and practices as needed.
20.	Conduct youth offender parole suitability hearings to determine if youth offenders are suitable for parole using CCR Title 15, Penal Code, and Case Law as required.
21.	Conduct medical parole hearings for inmates with serious medical conditions to determine if placement in the community is appropriate utilizing departmental policies and practices and Case Law as required.
22.	Conduct proceedings for mentally disordered offenders and sexually violent predators to determine if they meet the appropriate criteria for mental health treatment after release from prison utilizing CCR Title 15, Penal Code, Case Law, Welfare and Institutions Code, Departmental policies and practices as required.
23.	Determine whether parolees should be discharged from parole utilizing CCR Title 15, Penal Code, Case Law, departmental policies and practices as required.
24.	Determine appropriate decisions and sanctions to be imposed based on evidence provided to ensure due process and public safety are met utilizing CCR Title 15, Penal Code and departmental policies and practices as required.

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25.	Review the length and/or appropriateness of prison sentences imposed by the courts for identified inmates for possible release utilizing departmental policies and practices and Case Law as required.
26.	Guides the institution classification staff screening of cases for hearing by BPH to ensure jurisdiction is appropriate utilizing CCR Title 15, Penal Code and departmental policies and practices as required.
27.	Review administrative procedures and regulations used within the Board of Parole Hearings (BPH) to ensure compliance with departmental guidelines utilizing CCR Title 15 and Case Law as directed.
28.	Recommend changes to administrative procedures and regulations used within BPH ensure compliance with departmental guidelines utilizing CCR Title 15 and Case Law as directed.