

EDITED KSA LISTING

CLASS: Board Coordinating Parole Agent, YOPB

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

| # | Knowledge, Skill, Ability |
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| | Knowledge of: |
| K1. | Moderate knowledge of California laws (e.g., California Penal Code [PC], Welfare and Institutions Code [W&I], California Vehicle Code, California Code of Regulations [CCR Title 15]) relating to juvenile offenders to ensure the youthful offender's rights are protected, public safety, and youthful offender accountability, etc. |
| K2. | Extensive knowledge of current federal and state laws and departmental policies relating to the parole violation process, standards, regulations, organization, treatment and training programs, mission and purpose of the Juvenile Parole Board and the Department of Corrections and Rehabilitation's Division of Juvenile Justice to ensure the integrity of the parole violation process, all juvenile offenders are treated equally and act as a resource person for the Hearing Officer |
| K3. | Extensive knowledge of the parole violation process (including, but not limited to, serving of documents, Notice to Parolee Awaiting Violation Action, Notice of Rights, Request for Hearing, Request for Attorney) in order to meet mandated guidelines on timeframes and protection of youthful offender due process rights |
| K4. | Moderate knowledge of the different types and purposes of the administrative hearings (rescission, probable cause/detention, violation/disposition) that are conducted by the Juvenile Parole Board to ensure youthful offender due process rights are met |
| K5. | Moderate knowledge of the principles and methods of conducting investigations and obtaining evidence in order to ensure that all elements of the violation are addressed |
| K6. | Moderate knowledge of the functions and procedures of State, county, and municipal law enforcement agencies to ensure compliance with their departmental requirements |
| K7. | Extensive knowledge of Inmate/youthful offender due process rights to comply with the parole violation process, federal/state laws, CCR Title 15, fundamental fairness, etc. |
| K8. | Moderate knowledge of personal computers and software applications (e.g., Microsoft Office, E-mail, internet/intranet, etc.) to be able to access/download various forms, send/retrieve information, directions, etc. |

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| | Skill to: |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| S1. | Apply the principles, techniques and trends in rehabilitation, parole and social casework to ensure the integrity of the parole violation process |
| S2. | Interpret and apply federal/state laws, rules, regulations and departmental policy and procedures to ensure fundamental fairness and case law as outlined in the parole violation process |
| S3. | Develop a working relationship with appropriate state/local personnel in order to ensure a smooth transition during the parole violation process (e.g., transfers/transportation of youthful offenders, scheduling hearing rooms, etc.) |
| S4. | Analyze situations accurately and take effective action in order to ensure the integrity of the parole violation process and youthful offender's due process rights are protected |
| S5. | Apply U.S. Supreme Court decisions and procedures outlined in the parole violation process to ensure compliance with court mandates, as well as, federal/state laws, departmental rules and regulations, etc. |
| S6. | Act independently and make judgments/decisions based on federal/state laws, departmental rules and regulations, CCR Title 15, etc., to ensure compliance with due process requirements |
| S7. | Analyze various reports (police, medical, witness statements, parole violation, detention, disposition, etc.) to exclude prejudicial/non-pertinent information, and to ensure that all elements of a parole violation has occurred |
| S8. | Communicate effectively with state/local/public entities and the public in order to coordinate/facilitate the hearing process to the conclusion |
| S9. | Review Board Orders to ensure the outcome of the violation disposition hearings are documented accurately |

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| | Ability to: |
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| A1. | Drive a state vehicle for long periods of time and in various weather conditions in order to cover assigned geographical areas |
| A2. | Have and maintain sufficient strength, agility, tact, emotional stability and stamina to perform job functions |