

## EDITED KSAPC LISTING

**CLASSIFICATION: CHIEF OF INVESTIGATIONS, BOARD OF PRISON TERMS**

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

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Comprehensive knowledge of the of the Board of Parole Hearings (BPH) (formerly Board of Prison Terms) mission to ensure fair, impartial and safe decision making.
K2.	Basic knowledge of the operations of the BPH to ensure proper investigative services.
K3.	Basic knowledge of the operations of the Department of Corrections and Rehabilitation (CDCR) in order to interact with appropriate contacts to complete the work.
K4.	Advanced knowledge of the rules/regulations of the BPH to ensure compliance.
K5.	Basic knowledge of the rules/regulations of CDCR to ensure compliance.
K6.	Advanced knowledge of investigation procedures to effectively manage staff.
K7.	Advanced knowledge of investigation techniques to effectively manage staff.
K8.	Advanced knowledge of the rules of evidence to ensure the integrity of investigations.
K9.	Comprehensive knowledge of the rules of court procedure to ensure compliance.
K10.	Advanced knowledge of the rules of laws of arrest to protect public safety and manage liability.
K11.	Advanced knowledge of the rules of search and seizure to preserve safety and manage liability.
K12.	Advanced knowledge of the principles/methods of conducting investigations to meet program objectives.
K13.	Advanced knowledge of the principles/methods of obtaining evidence to preserve the integrity of the investigations.
K14.	Comprehensive knowledge of training techniques to remain current with industry standards.
K15.	Basic knowledge of the principles of correctional administration to effectively represent the BPH.
K16.	Basic knowledge of the methods of correctional administration to effectively represent the BPH.
K17.	Basic knowledge of principles of personnel management to effectively manage staff.
K18.	Basic Knowledge of techniques of personnel management to effectively manage staff.
K19.	<b>Comprehensive knowledge of computer usage (e.g., software programs, etc.) to effectively manage staff and the program.</b>
K20.	<b>Basic knowledge of the Budget Change Proposal (BCP) process to make desired changes to program or division budgets.</b>
K21.	<b>Basic knowledge of the contracting process to enter into contracts for products or services from outside vendors or other State agencies.</b>
K22.	<b>Comprehensive knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) Program to comply with EEO objectives.</b>
K23.	<b>Comprehensive knowledge of the processes available to meet the Department's EEO objectives to effectively apply the Department policy.</b>

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

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<b>KSAPC Statements</b>	
<b><i>Knowledge of:</i></b>	
K24.	<b>Comprehensive knowledge of interviewing techniques to effectively obtain information inmates, the public, outside agencies, etc.</b>

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KSAPC Statements	
<b>Ability to:</b>	
A1.	Ability to organize complex investigations to meet the objectives of the division.
A2.	Ability to direct complex investigations to meet the objectives of the division.
A3.	Ability to coordinate the activities of a statewide staff to maintain consistency.
A4.	Ability to coordinate investigatory work with related activities of Federal, State, and local agencies to efficiently manage government resources and maximize results.
A5.	Ability to maintain cooperative relationships with law enforcement and other governmental agencies to coordinate work efforts.
A6.	Ability to plan an in service training program to maximize performance.
A7.	Ability to organize an in service training program to maximize performance.
A8.	Ability to direct an in service training program to ensure compliance with policies.
A9.	Ability to identify and take corrective administrative action on specific problems to correct and prevent problems.
A10.	Ability to analyze situations accurately to develop effective course of action.
A11.	Ability to communicate effectively to maintain open communications.
A12.	<b>Ability to negotiate to resolve issues with external and internal stakeholders.</b>
A13.	<b>Ability to listen to effectively communicate.</b>

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<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
PC1.	Willingness to travel throughout the State and work irregular hours.
PC2.	Tact.
PC3.	Keeness of observation.
PC4.	Normal vision or vision corrected to normal.