

## EDITED TASK LISTING

**CLASSIFICATION: PAROLE ADMINISTRATOR, I ADULT PAROLE**

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

Task Statements	
1.	Oversee Parole Supervisors (e.g., Parole Agent III, Parole Agent II (Supervisor), Staff Services Manager, Supervising Program Technician, etc.) to effectively manage Districts, Programs and/or various areas under the Division of Adult Parole Operations (DAPO) utilizing interpersonal skills, personal evaluations, statistical data, supervisory meetings, memorandums, etc., as required.
2.	Carry out management responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), etc., and other personnel practices as defined by regulatory agencies and established guidelines in order to comply with current laws/mandates on an ongoing basis.
3.	Carry out management responsibilities in the work place with regard to employee wellness utilizing the Office Employee Wellness (OEW), Employee Assistance Program (EAP) and Peer Support Program (PSP) providing a supportive working environment on an ongoing basis.
4.	Ensure staffing levels are met in order to maintain operational needs in accordance with Memorandum of Understandings (MOUs) by utilizing various resources (e.g., workload summary, population trends, operational knowledge, and personnel issues) on an ongoing basis.
5.	Facilitate the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant positions in accordance with California Human Resources' (CalHR) rules and regulations as needed.
6.	Establish working relationships with law enforcement officials, county courts, public information and media representatives, private and public agencies to educate and maintain cooperation using various resources (e.g., interpersonal skills, knowledge, informational packages, meetings, etc.) on an ongoing basis.
7.	Provide routine training to law enforcement personnel to increase their knowledge of Parole functions and scope of authority using various resources (e.g., knowledge, meetings, laws, policies and procedures) on an ongoing basis.
8.	Develop plans to reduce the parolees-at-large population by using various resources (e.g., staff training, services and employment referrals, tactical meetings with local law enforcement, California Parole Apprehension Team [CPAT], Office of Correctional Safety [OCS] and statistical analyses) in accordance with policies/procedures as needed.
9.	Ensure continuous compliance with the laws/regulations relating to sex offenders utilizing the containment model, existing databases, tracking systems, etc., on an ongoing basis to increase public safety and minimize the likelihood of parolees re-offending.
10.	Oversee the Sex Offender Management Program (SOMP), including Global Positioning Systems (GPS) operations at the Regional and District level, to ensure appropriate staffing and parolee supervision in accordance with policies and expectations utilizing departmental databases and reports on an ongoing basis.

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

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11.	Oversee the California Parole Supervision Reintegration Model (CPSRM) Parole Units at the Regional and District level, to ensure appropriate staffing and parolee supervision in accordance with policies and expectations utilizing departmental databases and reports on an ongoing basis.
12.	Evaluate the performance of staff, as required by CalHR to aid in their professional development and to ensure performance objectives/standards are met by monitoring daily work assignments.
13.	Participate in the management of fiscal resources by monitoring, tracking, and prioritizing expenditures to ensure fiduciary responsibility in accordance with Departmental policy on an ongoing basis.
14.	Monitor the budget requirements of the District (e.g., staffing, overtime, cash assistance, supplies, parolee housing, etc.) in order to maintain fiscal responsibility utilizing statistical reports, fiscal summaries and COMPSTAT reports on an ongoing basis.
15.	Monitor return to custody rate in order to meet operational goals and respond to circumstances that affect the District utilizing various resources (e.g., statistical data, automated systems, reviewing decision making process, trends, etc.) on an ongoing basis.
16.	Monitor pre-release programming, planning, and community placement, to meet operational goals and respond to circumstances that affect the District utilizing various resources (e.g., statistical data, automated systems, evidence based practices/trends, etc.) and collaboration with stakeholders on an ongoing basis.
17.	Prepare/review reports to ensure appropriateness, accuracy, and timeliness utilizing various resources (e.g., automated systems, policies and procedures) as needed.
18.	Coordinate Parole staff involvement in committees, local cooperative law enforcement efforts, and special events to enhance public safety and increase community service and awareness of Parole utilizing interpersonal skills and management tools on an ongoing basis.
19.	Represent DAPO at conferences, forums and community meetings to bring about community awareness and understanding of parole practices and gain stakeholder support for parole and its mission using communication skills, interpersonal skills, knowledge of parole policies and procedure, etc., as needed and/or directed.
20.	Develop positive community relationships to provide a forum for responding to community concerns/issues through the utilization of various resources (e.g., interpersonal skills, presentations/conferences, meetings, open houses, etc.) as needed.
21.	Address stakeholders' issues by responding to inquiries, providing information and facilitating resolutions to disseminate Departmental information utilizing various resources (e.g., interpersonal skills, statistics and reviewing documentation, etc.) as needed.
22.	Educate staff by communicating the Division's philosophy, values, mission, goals, policies and expectations utilizing various resources (e.g., interpersonal skills, training, knowledge, policies, procedures, Penal Code, etc.) on a regular basis.

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23.	Communicate in a professional and effective manner with management and others utilizing tact and interpersonal skills to establish and maintain effective working relationships as required.
24.	Ensure new staff receives orientation to provide information (e.g., expectations, guidelines, logistics) utilizing various resources (e.g., Departmental Operational Manual, Title 15, mission, philosophy, policies and procedures, etc.) as required.
25.	Establish direction for the Program or District to achieve goals and operational effectiveness by utilizing various resources (e.g., mission and vision, laws and regulations, policies and procedures) as needed.
26.	Coordinate the progressive discipline process to improve employee performance or address issues of substandard performance by utilizing various methods and resources (e.g., MOU, Labor Relations, CalHR regulations, Peace Officers Bill of Rights, policies and procedures) as needed.
27.	Coordinate field staff response to inquiries from Headquarters in order to provide accurate information through the appropriate chain of command utilizing various resources (e.g., interpersonal skills, meetings, reports, documents, equipment, aids, etc.) as required.
28.	Participate in the development of policies and procedures relating to the parole programs of the Department to ensure consistency and conformity with regulations, established guidelines, laws and regulations, etc., utilizing statistical reports and parolee tracking programs as directed by management.
29.	Review reports utilizing the Parole Violation Disposition Tracking System (PVDTS) to access discharge reviews, miscellaneous decisions, court revocation documents, and make decisions/recommendations prepared for submission to the paroling authorities in compliance with Court Revocation Process policies and procedures and the Board of Parole Hearings (BPH) regulations on a daily basis.
30.	Maintain an ongoing understanding of civil service laws, rules, regulations, departmental policies and procedures, etc., in order to appropriately apply them to parole matters as needed and/or upon request.
31.	Assist in planning, organizing, and directing the regional training program to provide information and to ensure consistency in the operation of parole programs utilizing various resources (e.g., court rulings, policies, procedures, laws, rules, regulations, manuals, etc.) as needed.
32.	Monitor the training of staff to improve their skills and knowledge for successful job performance utilizing various methods (e.g., staff meetings, Field Training Officer, on the job training, mentoring, etc.) on an ongoing basis.
33.	Assess the demographic aspects (e.g., ethnicity, commitment offenses, age, sex, residence, etc.) of the Parole District and programs in order to apply this data to the daily Parole Operation utilizing various resources (e.g., data programs, field visits, knowledge, etc.) as needed.

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34.	Consult with staff and representatives of the public and private agencies on parole issues to develop local facilities and community resources for the supervision and rehabilitation of parolees utilizing various resources (e.g., interpersonal skills, knowledge, policies, procedures, etc.) as needed.
35.	Prepare various written documents (e.g., case management reviews, statistics, special studies, projects, reports, etc.) to provide analysis and/or information for executive staff utilizing departmental databases and written skills as needed.
36.	Determine space and equipment requirements to ensure Program/District/Unit needs are met utilizing various resources (e.g., contracts, site searches, population projections/forecasting, policies, laws, regulations, etc.) as needed.
37.	Implement and enforce the provisions of the California Interstate Compact Agreement to ensure compliance with various laws, policies, procedures, etc., as needed.
38.	Develop and enhance services to assist in the successful re-integration of parolees utilizing various resources (e.g., Re-entry, Parole and Community Team [PACT], referrals to community evidence-based programs, public and private agencies, etc.) as needed.