

EDITED KSAPC LISTING

CLASSIFICATION: PAROLE AGENT III, YOUTH AUTHORITY

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

| KSAPC Statements | |
|-------------------------|---|
| Knowledge of: | |
| K1. | Comprehensive knowledge of principles in rehabilitation to effectively implement the mission of the California Department of Corrections and Rehabilitation (CDCR) - Division of Juvenile Justice (DJJ) |
| K2. | Comprehensive knowledge of techniques in rehabilitation to effectively implement the mission of CDCR - DJJ |
| K3. | Comprehensive knowledge of trends in rehabilitation to effectively implement the mission of CDCR - DJJ |
| K4. | Comprehensive knowledge of principles in parole to effectively implement the mission of CDCR - DJJ |
| K5. | Comprehensive knowledge of techniques in parole to effectively implement the mission of CDCR - DJJ |
| K6. | Comprehensive knowledge of trends in parole to effectively implement the mission of CDCR - DJJ |
| K7. | Basic knowledge of principles in social casework to effectively implement the mission of CDCR - DJJ |
| K8. | Basic knowledge of techniques in social casework to effectively implement the mission of CDCR - DJJ |
| K9. | Basic knowledge of trends in social casework to effectively implement the mission of CDCR - DJJ |
| K10. | Comprehensive knowledge of methods used in the supervision of delinquent youths to ensure safety/security and ensure treatment modalities are effective |
| K11. | Comprehensive knowledge of problems involved in the supervision of delinquent youths to ensure safety/security and ensure treatment modalities are effective |
| K12. | Comprehensive knowledge of methods used in the rehabilitation of delinquent youths to ensure appropriate assessment, intervention and treatment are utilized |
| K13. | Comprehensive knowledge of problems involved in the rehabilitation of delinquent youths to ensure appropriate assessment, intervention and treatment are utilized |
| K14. | Comprehensive knowledge of State laws and stipulated court orders relating to juvenile/superior courts, DJJ, probation, parole, and services to youths in order to ensure rights/due process |
| K15. | Comprehensive knowledge of State laws and stipulated court orders relating to juvenile/superior courts, DJJ, probation, parole, and services to youths in order to effectively direct, advise and train subordinate staff |
| K16. | Basic knowledge of the organization of the Juvenile Parole Board/Juvenile Justice Administrative Review Board to effectively implement the mission of CDCR - DJJ |
| K17. | Comprehensive knowledge of the functions of the Juvenile Parole Board/Juvenile Justice Administrative Review Board to effectively implement the mission of CDCR - DJJ |
| K18. | Basic knowledge of the organization of DJJ to effectively implement the mission of CDCR - DJJ |

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| Knowledge of: | |
| K19. | Basic knowledge of the functions of DJJ to effectively implement the mission of the CDCR |
| K20. | Comprehensive knowledge of the principles of personnel management to effectively direct and manage unit/facility operations |
| K21. | Comprehensive knowledge of the principles of the organization to effectively direct and manage unit/facility operations |
| K22. | Comprehensive knowledge of the principles of administration to effectively direct and manage unit/facility operations |
| K23. | Comprehensive knowledge of the principles of supervision to effectively direct and manage unit/facility operations |
| K24. | Comprehensive office/section knowledge of the techniques of personnel management to effectively direct and manage unit/facility operations |
| K25. | Comprehensive knowledge of the techniques of organization to effectively direct and manage unit/facility operations |
| K26. | Comprehensive knowledge of the techniques of administration to effectively direct and manage unit/facility operations |
| K27. | Comprehensive knowledge of the techniques of supervision to effectively direct and manage unit/facility operations |
| K28. | Comprehensive knowledge of the principles of conducting investigations to ensure the integrity of the investigative process |
| K29. | Comprehensive knowledge of the principles of obtaining evidence to preserve the integrity and chain of the evidence |
| K30. | Comprehensive knowledge of the methods of obtaining evidence to ensure Departmental policy compliance |
| K31. | Basic knowledge of the functions of State, county and municipal law enforcement agencies to establish and maintain effective working relationships to enhance public safety |
| K32. | Basic knowledge of the procedures of State, county and municipal law enforcement agencies to establish and maintain effective working relationships to enhance public safety |
| K33. | Comprehensive knowledge of court procedures required in dealing with violations of conditions of parole to ensure public safety |
| K34. | Comprehensive knowledge of federal parole procedures to effectively implement the Interstate Compact for Juveniles |
| K35. | Comprehensive knowledge of interstate parole procedures to effectively implement the Interstate Compact for Juveniles |
| K36. | Basic knowledge of vocational counseling to successfully reintegrate youth into the community |

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| Knowledge of: | |
| K37. | Basic knowledge of educational counseling to successfully reintegrate youth into the community |
| K38. | Basic knowledge of employment conditions in California to successfully reintegrate youth into the community |
| K39. | Basic knowledge of employment opportunities in California to successfully reintegrate youth into the community |
| K40. | Basic knowledge of facilities available for instruction, training, and placement of delinquent youths to successfully reintegrate youth into the community |
| K41. | Comprehensive knowledge of principles of mental health to ensure the appropriate level of care is provided for youth |
| K42. | Comprehensive knowledge of practices of mental health to ensure the appropriate level of care is provided for youth |
| K43. | Comprehensive knowledge of a manager's/supervisor's responsibility for promoting Equal Employment Opportunity (EEO) in hiring to promote and maintain a work environment free of discrimination and harassment |
| K44. | Comprehensive knowledge of a manager's/supervisor's responsibility for promoting EEO in employee development and promotion to promote and maintain a work environment free of discrimination and harassment |
| K45. | Comprehensive knowledge of a manager's/supervisor's responsibility for maintaining a work environment that is free of discrimination and harassment to promote compliance with EEO policy |
| K46. | Comprehensive knowledge of automated systems to verify compliance with policies, procedures, and mandates and quality assurance |
| K47. | Comprehensive knowledge of fiscal management to effectively maintain a balanced budget |

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| Ability to: | |
| A1. | Apply the principles in rehabilitation to effectively implement the mission of CDCR - DJJ |
| A2. | Apply the techniques in rehabilitation to effectively implement the mission of CDCR - DJJ |
| A3. | Apply the trends in rehabilitation to effectively implement the mission of CDCR - DJJ |
| A4. | Apply the principles in parole to effectively implement the mission of CDCR - DJJ |
| A5. | Apply the techniques in parole to effectively implement the mission of CDCR - DJJ |
| A6. | Apply the trends in parole to effectively implement the mission of CDCR - DJJ |
| A7. | Apply the principles in social casework to effectively implement the mission of CDCR - DJJ |
| A8. | Apply the techniques in social casework to effectively implement the mission of CDCR - DJJ |
| A9. | Apply the trends in social casework to effectively implement the mission of CDCR - DJJ |
| A10. | Effectively communicate verbally and in writing to disseminate information |
| A11. | Secure the cooperation of staff, individuals and agencies involved in the rehabilitation of youth to effectively implement the mission of CDCR - DJJ |
| A12. | Analyze situations accurately to facilitate the efficient operation of the unit/facility |
| A13. | Take effective action to facilitate the efficient operation of the unit/facility |
| A14. | Prepare reports to deliver a variety of information in an organized and timely manner for quality assurance |
| A15. | Effectively promote Equal Employment Opportunity (EEO) to maintain a work environment that is free of discrimination and harassment |
| A16. | Inspire the respect and confidence of staff to effectively implement the mission of CDCR - DJJ |
| A17. | Inspire the respect and confidence of youths/parolees to effectively implement the mission of CDCR - DJJ |
| A18. | Analyze fiscal data to manage the day to day budget and project future expenditures |
| A19. | Successfully pass firearm qualifications to fulfill peace officer requirements |

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| <i>Personal Characteristics:</i> | |
| PC1. | Demonstrated interest in and enthusiasm for the rehabilitation of delinquent youths |
| PC2. | Demonstrated interest in and enthusiasm for the guidance and direction of staff engaged in parole work |
| PC3. | Willingness to travel throughout the State |
| PC4. | Willingness to perform work requiring irregular hours |
| PC5. | Tact |
| PC6. | Emotional stability |
| PC7. | Willingness to submit to random drug testing |
| PC8. | Willingness to serve on special projects |
| PC9. | Willingness to enforce policies, procedures, and mandates |
| PC10. | Willingness to carry a firearm |
| PC11. | Willingness to drive a state vehicle |
| PC12. | Flexible |
| PC13. | Reliable |
| PC14. | Conscientious |
| PC15. | Consistency in ability to perform assignments and duties |
| PC16. | Firm |
| PC17. | Fair |
| PC18. | Dedicated |

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