

## EDITED TASK LISTING

**CLASSIFICATION:** PAROLE AGENT II, YA (SUPERVISOR)

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

<b>Task Statements</b>	
1.	Based on operational needs may supervise a caseload of youthful offenders to enhance public safety by monitoring and coordinating with courts/law enforcement, social service agencies and community based organizations, in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures,
2.	Counsel youthful offenders to help them understand their problems, and/or adapts the parole program to the individual utilizing referral documents, parole placement plans, court records, mental health reports, etc. in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
3.	Based on operational needs may interview family/relatives, friends, probation staff, school officials, etc. of youthful offenders to develop an individual pre-parole and parole program plan utilizing referral documents, Community Assessment Report (CAR), parole placement plans, court records, medical/mental health reports, etc. in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures.
4.	Review and approve the Risk/Needs Assessment of the youthful offender to determine supervision levels, establish appropriate special conditions of parole, and to develop an individualized parole plan by assessing the youthful offender's commitment offense(s) and prior criminal history, proposed placement and employment/education, financial resources, disability issues/concerns, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
5.	Attend mandated training (e.g., Use of Force, Parole Refresher training, quarterly firearm qualification, etc.) to keep informed of new policies and standards of the Juvenile Parole Board, to maintain proficiency and officer/public safety utilizing training facilities, in-service training, videos, bulletins/lectures, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
6.	Develop and provide appropriate training on parole issues to Parole personnel, probation departments, other public agencies, etc., to increase their knowledge of Parole functions and scope of authority using various resources (e.g., interpersonal skills, knowledge, informational packages, meetings, laws and rules, policies, procedures), in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, on an as needed basis.
7.	Assist with community re-integration to ensure that the youthful offender receives the appropriate community resources/services (e.g., mental health, substance abuse treatment, education/vocational/employment programs, parenting/domestic violence/anger management classes, housing, cash assistance, social services, etc.) by assessing, determining the needs of youthful offender and assigning them to the appropriate Parole Agent for supervision, in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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8.	Promote and approve participation between youthful offender and their families in order to improve relationships by utilizing video conferencing, institutional visits, telephone conversations, face to face contacts, etc. in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
9.	Conducts parole searches of a youthful offender's person and property under his/her immediate control (e.g., placement, vehicle, etc.) to confiscate/secure contraband (e.g., illegal drugs, drug paraphernalia, weapons, alcoholic beverages, etc.) for compliance with conditions of parole and public safety utilizing safety equipment (e.g., rubber gloves, flashlight, sharp containers, camera, evidence bags, property receipts, etc.), other law enforcement agencies, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
10.	Coordinate, approve and facilitate the apprehension and arrest of youthful offenders who are suspected of involvement in criminal activities, violations of parole or present a danger to self or others, etc., to promote public safety and hold them accountable for their behavior by developing an arrest plan and utilizing other law enforcement agencies and safety equipment (e.g., soft body armor, chemical agents, weapons, hand held radio, mechanical restraints, etc.) in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
11.	Approve warrants and distribute escape or missing packets for apprehension to promote public safety by notifying law enforcement agencies and Office of Correctional Safety in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
12.	Conduct youthful offender case reviews (e.g., parole reports, case review summaries, etc.) in collaboration with Parole Agent(s) to determine case status for appropriate supervision levels, contact requirement, compliance with conditions of parole and registration requirement, utilizing field files and available computer systems (e.g., Field Integration System [FIS], Youthful Offender Data Application [YODA], Offender Based Information Tracking System [OBITS], etc.) in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as assigned.
13.	Identify, document and ensure youthful offender's needs and special accommodations are addressed by field file reviews, personal observations, self disclosure, in accordance with the American Disability Act (ADA) and the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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14.	Perform Officer of the Day responsibilities in the parole unit (e.g., conducting initial interviews with newly released parolees, update parolee's information, document unscheduled office visits of youthful offender(s) collaterals, substance abuse testing, respond to emergencies, assist office/field arrests, screen and respond to phone calls, etc.,) to facilitate public/office safety and continuous parole supervision utilizing field files and available computer systems (e.g., Field Integration System (FIS), Youthful Offender Data Application (YODA), California Law Enforcement Telecommunications System (CLETS), etc.) in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as assigned.
15.	Monitor and maintain youthful offender's field file and electronic data base (e.g., reviewing, organizing documents, filing, updating, etc.,) to produce a source of accurate information for appropriate supervision and to facilitate public safety, utilizing organizational and management skills in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
16.	Monitor performance standards to ensure compliance with the department's mission, values, and goals utilizing case conferences, reports, observing field operation, participating in field/office arrests, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as assigned.
17.	Evaluate institutional experience and training (e.g., vocational, educational, identified treatment issues, etc.) of the youthful offender to determine field placement and ensure appropriate services utilizing the institutional case reports, referral documents, mental health/medical reports, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as assigned.
18.	Recommends, develops and approves specialty programs (i.e., employment and treatment programs) or serve as a resource specialist to ensure appropriate program utilization, integration within the existing structure, and contract compliance by utilizing outside contractors, community based transitional programs, parole based school programs, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
19.	Review, evaluate and approve recommendations for Interstate Compact and county to county placements to ensure cases meet transfer criteria and timeliness factors utilizing transfer packets, Interstate Compact Agreement, Special Investigation Report, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
20.	Conduct periodic reviews (e.g., audits, field operation reviews, time studies, etc.) or investigations of parole operations to ensure compliance with the department's mission, values, and goals, Parole Agent performance standards, and ensure public safety utilizing various resources (e.g., state vehicle, reports, logs, computer programs, etc.) in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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

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21.	Perform the duties of the Unit Supervisor in his/her absence to facilitate public/office safety and maintain the daily operations of the parole unit utilizing clerical support, ancillary staff, Parole Agents and available computer systems (e.g., Field Integration System [FIS], Youthful Offender Data Application [YODA], California Law Enforcement Telecommunications System [CLETS], etc.) in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as assigned.
22.	Facilitate and/or provide transportation for youthful offender/family members/victims/witnesses (e.g., employment interviews, hearings, custodial facilities, parole office, social service agencies, etc.) to accomplish the goals and objectives utilizing a state vehicle in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
23.	Facilitate the hiring process to ensure the hiring of qualified candidates by conducting interviews, evaluating and selecting individuals to fill vacant positions in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
24.	Evaluate staff performance to aid in their professional development and to ensure performance objectives/standards are met by monitoring work assignments, case reviews, case audits, training, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
25.	Initiates and/or participates in the progressive discipline process to improve employee performance or address issues of substandard performance by utilizing various resources (e.g., MOU, State Personnel Board laws and rules, Peace Officers Bill of Rights, and Departmental policy), in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
26.	Prepare, review and approve computer generated reports (e.g., Violations Reports, Annual Reviews, Case Review Summaries, Discharge Review Reports, Compstat, etc.) within appropriate time frames to produce and provide required information regarding caseload/workload management utilizing computers, Parole Dictation Guides, Field Files, police reports, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
27.	Prepare, review and approve handwritten reports (e.g., Violations Reports, Annual Reviews, Case Review Summaries, Discharge Review Reports, etc.) within appropriate time frames to produce and provide required information regarding caseload/workload management utilizing computers, Parole Dictation Guides, Field Files, police reports, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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28.	Prepare, review and approve dictated reports (e.g., Violations Reports, Annual Reviews, Case Review Summaries, Discharge Review Reports, etc.) within appropriate time frames to produce and provide required information regarding caseload/workload management utilizing computers, Parole Dictation Guides, Field Files, police reports, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
29.	Prepare, review and approve computer generated reports (e.g., Violations Reports, Annual Reviews, Case Review Summaries, Discharge Review Reports, Compstat, etc.) within appropriate time frames to produce and provide required information regarding caseload/workload management utilizing computers, Parole Dictation Guides, Field Files, police reports, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
30.	<b>Monitor, inspect and document safety equipment inventory assigned to parole staff (i.e. firearms, mechanical and chemical restraints, vehicle, defensive driving certification, soft body armor etc.) to ensure accountability, storage and scheduled maintenance services in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.</b>
31.	<b>Maintain Department issued safety equipment and proficiency (i.e. quarterly firearms qualification, mechanical restraints, vehicle, soft body armor etc.) to ensure proper function by cleaning, checking condition for proper working order, storage, schedule maintenance services in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.</b>
32.	Acts as a liaison between law enforcement and the public agencies for Division of Juvenile Parole Operations by attending and facilitating meetings (e.g., briefings, gang conferences, sex offender profile meetings, training sessions, schools, town hall meetings, etc.) to provide and disseminate pertinent information by utilizing the exchange of information from meetings and conferences to promote public awareness and safety in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
33.	Represents the Division of Juvenile Justice at Annual Reviews, Discharge Hearings and Case Reviews, presenting treatment progress or lack of and recommendations utilizing case notes, employment records, educational transcripts etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
34.	Represents the Division of Juvenile Justice at violation hearings and/or any other court proceedings, to ensure due process for the youthful offender by utilizing the Juvenile Status Tracking System (JSTS) presenting evidence of alleged charges/violations and/or testify as a witness in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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35.	Acts as a liaison between law enforcement, public agencies and the community for Division of Juvenile Parole Operations by attending and facilitating meetings (e.g., briefings, gang conferences, sex offender profile meetings, training sessions, schools, town hall meetings, etc.) to provide and disseminate pertinent information by utilizing the exchange of information from meetings and conferences to promote public awareness and safety in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
36.	<b>Conduct drug testing of youthful offenders (i.e., scheduled visits, random) to ensure compliance with conditions of parole and public safety by visually observing the test and inspect the youthful offender's arms, eyes, and other body parts for signs of drug usage, etc., to maintain the integrity of urine sample (e.g., bottle tampering, body search, etc.); in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.</b>
37.	<b>Provide mandated information regarding youthful offender's current location, pending release and community adjustment, etc., to victim(s), parolee's appropriate family members, law enforcement and governmental agencies by notifying and providing written documentation to comply with state law utilizing case factors and California Penal Code in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.</b>
38.	<b>Assign a Parole Agent to provide a full range of parole services and supervision in rural/remote or isolated areas (e.g., evaluate/interpret assessment needs to provide: counseling/directing, support and service referrals; verify residence and employment, etc.) to monitor compliance with conditions of parole and adjustments within the community by utilizing field/home contacts, office visits, substance abuse testing, collateral contacts, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.</b>
39.	<b>Respond to first level grievances from staff, parolees and citizen complaints in an effort to resolve their issues utilizing the Parolee's Rights Handbook, Parole Services Manual, Youth Authority Manual, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.</b>
40.	<b>Ensure confidentiality of sensitive information by reviewing and redacting reports to protect victim/witnesses from harmful disclosure in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.</b>