

EDITED KSAPC LISTING

CLASSIFICATION: ASSOCIATE CHIEF DEPUTY COMMISSIONER, BPT

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

KSAPC Statements	
Knowledge of:	
K1.	Advanced knowledge of the purposes, activities, and responsibilities of the Board of Parole Hearings (BPH) to ensure public safety by exercising authority over persons under the jurisdiction of California Department of Corrections and Rehabilitation (CDCR).
K2.	Comprehensive knowledge of the purposes, activities, and responsibilities of the Department of Corrections and Rehabilitations to ensure public safety by exercising authority over persons under the jurisdiction of California Department of Corrections and Rehabilitation (CDCR).
K3.	Advanced knowledge of the laws and court decisions pertaining to the functions of the Board of Parole Hearings and CDCR to ensure due process over persons under the jurisdiction of California Department of Corrections and Rehabilitation (CDCR).
K4.	Comprehensive knowledge of principles, techniques, and trends in administrative law to ensure due process over persons under the jurisdiction of California Department of Corrections and Rehabilitation (CDCR).
K5.	Comprehensive knowledge of the functions and procedures of the court system of the State of California and law enforcement agencies as related to criminals to ensure appreciation of interrelationships with the criminal justice system agencies and the parole authority.
K6.	Basic knowledge of principles of personnel management and supervision in order recruit, develop and retain qualified staff necessary to operate and maintain a decentralized revocation unit.
K7.	Basic knowledge the Department's Equal Employment Opportunity Program (EEO) objectives to understand their role in the EEO process.
K8.	Basis knowledge of the manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment objectives as it relates to the supervision and management of departmental personnel.

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Ability to:	
A1.	Identify problems or situations relating to the policies or procedures of the Department of Corrections and Rehabilitation (CDCR) as they relate to the Board's mission to preserve public safety while ensuring due process.
A2.	Investigate problems or situations relating to the policies or procedures of the Department of Corrections and Rehabilitation (CDCR) as they relate to the Board's mission to preserve public safety while ensuring due process.
A3.	Report problems or situations relating to the policies or procedures of the Department of Corrections and Rehabilitation (CDCR) as they relate to the Board's mission to preserve public safety while ensuring due process.
A4.	Interpret and apply laws and court decisions pertaining to the functions of the Board of Parole Hearings and the Department of Corrections and Rehabilitation and the rules of the Board of Parole Hearings and the Department of Corrections and Rehabilitation to ensure due process right of persons under the jurisdiction of CDCR.
A5.	Evaluate sociological, psychological, psychiatric, and vocational findings and recommendations to render effective disposition to persons under the jurisdiction of CDCR.
A6.	Extract from case records pertinent facts and data and present them in a clear, concise manner to render effective disposition to persons under the jurisdiction of CDCR.
A7.	Conduct fair and impartial hearings and prepare appropriate findings to preserve public safety while ensuring due process.
A8.	Direct a group of Deputy Commissioners responsible for conducting hearings and performing other duties to effectively manage an organizational division.
A9.	Review and evaluate hearing decisions made by Deputy Commissioners to ensure consistent application of the Board's policies.
A10.	Establish and maintain cooperative working relationships with private and community agencies, officials, and staff members to promote an environment that is conducive to carrying out the Board's mission.
A11.	Analyze situations and take effective action to effectively manage an organizational unit.
A12.	Gather, record, and evaluate pertinent and meaningful statistics and reports to achieve optimum effectiveness of an organizational unit.
A13.	Communicate effectively in order to exchange information and/or provide direction to staff and others.
A14.	Effectively contribute to the Department's Equal Employment Opportunity objectives in order to create and maintain a discrimination and harassment free work environment.
A15.	Operate a personal computer in order to perform daily managerial duties (e.g., reports, tracking systems, presentations/training materials, etc).

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<i>Personal Characteristics:</i>	
PC1.	Demonstrated interest in adult offenders.
PC2.	Demonstrated understanding of and sympathy for the aims and policies of the Board of Parole Hearings and the Department of Corrections and Rehabilitations.
PC3.	Tact, high moral standards, patience, and emotional stability.
PC4.	Demonstrated understanding of Correctional law as it relates to the Board's mission (i.e., case law statutes and regulations).