

EDITED KSA LISTING

CLASS: DEPUTY COMMISSIONER, BOARD OF PRISON TERMS

NOTE: Each position within this classification may be required to possess all or some of these knowledges, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Extensive knowledge of purposes, activities, and responsibilities of the Board of Parole Hearings (BPH) (formerly Board of Prison Terms) and the Department of Corrections and Rehabilitation (CDCR) (formerly Department of Corrections) to conduct lawful parole proceedings.
K2.	Extensive knowledge of statutes, regulations, policy and case law pertaining to the functions of BPH and CDCR to conduct lawful parole proceedings.
K3.	Extensive knowledge of principles, techniques, and trends in administrative due process of law to be an effective hearing officer.
K4.	Extensive knowledge of functions and procedures of the court system of the State of California and law enforcement agencies as related to criminal proceedings in order to make informed decisions.
K5.	General knowledge of department's mission and objectives to maintain a professional work environment.

Bold text indicates that the KSA is not currently listed on the classification specification.

EDITED KSA LISTING

CLASS: DEPUTY COMMISSIONER, BOARD OF PRISON TERMS

NOTE: Each position within this classification may be required to possess all or some of these knowledges, skills or abilities.

#	Knowledge, Skill, Ability
---	---------------------------

	Ability to:
A1.	Identify, investigate, and report on problems or situations relating to the policies or procedures of the California Department of Corrections and Rehabilitation (CDCR) (formerly Department of Corrections) as they relate to the Board of Parole Hearings (BPH) (formerly Board of Prison Terms) to improve operations.
A2.	Interpret and apply statutes, regulations, policy and case law pertaining to the functions of the BPH and the CDCR and the rules of the BPH and CDCR to conduct lawful parole proceedings.
A3.	Evaluate sociological, psychological, psychiatric, and vocational finding and recommendations to make informed decisions.
A4.	Extract from case records pertinent facts and data and present them in a clear, concise manner to avoid errors.
A5.	Conduct fair and impartial hearings to make appropriate findings.
A6.	Establish and maintain cooperative working relationships with private and community agencies, officials, and staff members to create a professional and positive work environment.
A7.	Gather, record, and evaluate pertinent and meaningful statistics and reports to complete special assignments.
A8.	Communicate effectively to have valuable dialogue.
A9.	Weigh evidence to determine the truth of a matter.
A10.	Weigh case factors to make an appropriate decision.

Bold text indicates that the KSA is not currently listed on the classification specification.

EDITED KSA LISTING

CLASS: DEPUTY COMMISSIONER, BOARD OF PRISON TERMS

NOTE: Each position within this classification may be required to possess all or some of these knowledges, skills or abilities.

#	Knowledge, Skill, Ability
---	---------------------------

	Special Personal Characteristics:
SPC1.	Demonstrated interest in the correctional system for adult offenders to achieve departmental objectives.
SPC2.	Demonstrated understanding of the goals of the BPH and the CDCR to effectively support the mission.
SPC3.	Willingness to travel throughout the State to be available for scheduled hearings.
SPC4.	Willingness to work long hours to meet hearing mandates.
SPC5.	Tact, high moral standards, patience, and emotional stability to maintain a professional atmosphere.

Bold text indicates that the KSA is not currently listed on the classification specification.

WILLINGNESS STATEMENTS

CLASS: DEPUTY COMMISSIONER, BOARD OF PRISON TERMS

NOTE: Each of the statements below are not necessarily required for ALL incumbents in the class.

	Willingness to:
W1.	Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments.
W2.	Willingness to comply with annual tuberculosis screening requirements.
W3.	Willingness to abide by and adhere to the institutional dress code.
W4.	Willingness to comply with departmental training requirements.
W5.	Willingness to report dangerous situations/contraband to supervisors and/or custody staff.
W6.	Willingness to work in a State correctional facility at various custody/security levels.
W7.	Willingness to visit State or County correctional facilities as part of your assigned duties.
W8.	Willingness to work in various mental health settings and programs within the institution.
W9.	Willingness to work with inmates/parolees, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders.
W10.	Willingness to work with inmates/parolees, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis.
W11.	Willingness to work around peace officers armed with chemical agents and/or weapons.
W12.	Willingness to work with potentially hostile and/or aggressive inmates and patients.

Bold text indicates that the KSA is not currently listed on the classification specification.

WILLINGNESS STATEMENTS

CLASS: DEPUTY COMMISSIONER, BOARD OF PRISON TERMS

NOTE: Each of the statements below are not necessarily required for ALL incumbents in the class.

	Willingness to:
W13.	Willingness to participate in departmental legal activities (e.g., serve as an expert witness or material witness, serve as a defendant, etc.).
W14.	Willingness to actively participate in the peer review and clinical quality review process.
W15.	Willingness to participate in the audit process of decision making.
W16.	Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to other employees, outside consultants, and/or members of the public.
W17.	Willingness to report unethical and/or illegal behavior on the part of departmental staff.
W18.	Willingness to treat inmates/parolees in a professional, ethical, and tactful manner.
W19.	Willingness to train and serve in a lead role over staff.
W20.	Willingness to accept constructive criticism and respond appropriately.
W21.	Willingness to respond to changes in the work unit in a positive, professional manner.
W22.	Willingness to promote positive, collaborative, professional working relations among co-workers both within and outside of the work unit.
W23.	Willingness to work professionally with individuals from a wide range of cultural backgrounds.
W24.	Willingness to interact with individuals (i.e., members of the public, contractor staff, and other agency personnel) from a wide range of cultural backgrounds in the course of completing work tasks and assignments.

Bold text indicates that the KSA is not currently listed on the classification specification.

WILLINGNESS STATEMENTS

CLASS: DEPUTY COMMISSIONER, BOARD OF PRISON TERMS

NOTE: Each of the statements below are not necessarily required for ALL incumbents in the class.

	Willingness to:
W25.	Willingness to participate in team meetings, committees, special projects, etc. as required and/or assigned by your supervisor/manager.
W26.	Willingness to work in a team environment to complete assigned work tasks.
W27.	Willingness to have and maintain sufficient strength, agility, and endurance to perform during stressful situation encountered on the job.
W28.	Willingness to drive a departmental vehicle for part or your entire assigned shift.
W29.	Willingness to have and maintain a valid California driver's license appropriate to the type of vehicle your work duties require you to drive.
W30.	Willingness to work at remote sites and locations alone or with very little interaction with others.
W31.	Willingness to bend, stoop, climb stairs, push, pull, twist, and briskly walk a minimum of 50 yards.
W32.	Willingness to carry equipment and materials weighing a minimum of 30 pounds.
W33.	Willingness to carry equipment and materials weighing up to 50 pounds to remote areas with limited access.
W34.	Willingness to more than 40 hours a week as required.
W35.	Willingness to travel to work sites away which could require extended hours of work and/or overnight or multiple-day trips.
W36.	Willingness to travel extensively throughout the state for short periods of time (i.e., two to three days at a time).

Bold text indicates that the KSA is not currently listed on the classification specification.

WILLINGNESS STATEMENTS

CLASS: DEPUTY COMMISSIONER, BOARD OF PRISON TERMS

NOTE: Each of the statements below are not necessarily required for ALL incumbents in the class.

	Willingness to:
W37.	Willingness to travel extensively throughout the state for extended periods of time (i.e., five or more days at a time or multiple short-duration trips taken on a near-continuous basis).
W38.	Willingness to comply with the ethical standards of your profession (e.g., Code of Conduct, etc.) and laws related to the practice of your profession.
W39.	Willingness to participate in on-going education specific to your work assignment.

Bold text indicates that the KSA is not currently listed on the classification specification.