

EDITED KSAPC LISTING

CLASSIFICATION: PAROLE AGENT III, ADULT PAROLE

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

KSAPC Statements	
Knowledge of:	
K1.	Advanced knowledge of the principles, techniques, and trends in parole and correctional casework to effectively support the mission of the Division of Adult Parole Operations (DAPO).
K2.	Comprehensive knowledge of methods used and problems involved in the supervision and rehabilitation of adult offenders to effectively assist adult offenders in the successful reintegration into the community.
K3.	Comprehensive knowledge of laws pertaining to probation, prisons and parole to effectively direct, advise and train subordinate staff.
K4.	Comprehensive knowledge of organization and functions of the California Department of Corrections and Rehabilitation (CDCR), DAPO and adult paroling authorities to effectively support the mission of DAPO.
K5.	Comprehensive knowledge of the principles and methods of investigating parole violations to ensure the integrity of the process.
K6.	Basic knowledge of laws of arrest, rules of evidence and court procedures to ensure fair and impartial treatment of the adult offender.
K7.	Comprehensive knowledge of organizations, facilities and services of public and private welfare and employment agencies available to adult offenders to assist staff in performing their mission to successfully reintegrate adult offenders into the community.
K8.	Basic knowledge of functions and procedures of Federal, State, County and municipal law enforcement agencies to establish and maintain effective working relationships to enhance the protection of the community.
K9.	Advanced knowledge of principles of adult offender supervision to train, direct, evaluate and advise staff to effectively support the mission of DAPO.
K10.	Basic knowledge of employment conditions, community resources and programs available to assist staff in performing their mission to successfully reintegrate adult offenders into the community.
K11.	Advanced knowledge of firearms policies and handling of safety equipment to ensure the safety of DAPO staff, local law enforcement, public and parolees.
K12.	Comprehensive knowledge of field arrest tactical procedures to ensure the safety of DAPO staff, local law enforcement, public and parolees.
K13.	Advanced knowledge of DAPO policies and procedures to ensure compliance with due process mandates in dealing with violations and conditions of parole.
K14.	Comprehensive knowledge of the Interstate Compact and Transfer Investigation Request (TIR) procedures to ensure adherence to established policies and guidelines.
K15.	Basic knowledge of principles and techniques of personnel management and supervision to effectively direct and manage the unit operation.

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Knowledge of:	
K16.	Basic knowledge of principles of organization, public administration and budgeting to effectively request operational resources, forecast expenditure needs of the unit and remain within budgetary constraints.
K17.	Basic knowledge of the CDCR's Equal Employment Opportunity (EEO) objectives to promote and maintain a work environment free of discrimination and harassment.
K18.	Comprehensive knowledge of a supervisor's role in the EEO Program and processes available to meet EEO objectives.
K19.	Basic knowledge of the collective bargaining process to ensure that the bargaining unit contracts are followed.

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Ability to:	
A1.	Plan, organize, and supervise the work of others to effectively direct and manage the unit operation.
A2.	Analyze situations to accurately adopt an effective course of action.
A3.	Prepare comprehensive and accurate casework reports which record essential elements of information pertaining to parolees using databases, computers, e-mails, etc., to support evidence based decisions.
A4.	Communicate effectively both verbally and in writing to provide clear and concise information/ideas to DAPO staff, local law enforcement, public and parolees.
A5.	Adhere to CDCR's EEO objectives to create, promote and maintain a work environment free of discrimination and harassment.

KSAPC Statements	
Special Personal Characteristics:	
SPC1.	Demonstrates interest and enthusiasm for working with parolees.
SPC2.	Ability to gain the respect and confidence of DAPO staff, community partners, local law enforcement, public and parolees.
SPC3.	Willingness to respond to emergencies at any time.
SPC4.	Ability to induce change or communicate sensitive information without offending others while maintaining a professional demeanor.
SPC5.	Ability to remain calm and professional in stressful situations.
SPC6.	Effectively carry out the duties and responsibilities of the position.
SPC7.	Empathy for victims, parolees and their families.
SPC8.	Possess high degree of integrity and ethical decision making capabilities.
SPC9.	Self-motivated work ethic needed to carry out the mission of the DAPO.
SPC10.	Ability to prioritize multiple assignments while adhering to strict timeframes.

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