

EDITED KSAPC LISTING

CLASSIFICATION: Parole Agent I, Youth Authority

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of the principles, techniques, trends in rehabilitation and casework to effectively accomplish the mission of the Division of Juvenile Justice (DJJ).
K2.	Comprehensive knowledge of gender, race, religion, sexual orientation, anti-social/delinquent subcultures, disability, etc., to meet the needs of the population.
K3.	Basic knowledge of the youth risk/needs and rehabilitative model principles utilized in the supervision and rehabilitation of youth.
K4.	Basic knowledge of the laws and case law pertaining to youth to effectively accomplish the mission of the DJJ.
K5.	Basic knowledge of the organizations, facilities, and services of public and private welfare and employment agencies available to youth to assist in their successful integration into the community.
K6.	Basic knowledge of the functions and procedures of Federal, State, County, and municipal law enforcement agencies affecting youth to ensure successful integration.
K7.	Basic knowledge of employment services and opportunities in California and facilities available for instruction, training and placement of youth in order to assist in their successful integration into the community.
K8.	Comprehensive knowledge of vocational and educational programs/opportunities in order to assist youth in successful integration into the community.
K9.	Basic knowledge of the organization, and functions of the Juvenile Parole Board (JPB) and the Juvenile Justice Administrative Committee (JJAC) in order to adhere DJJ policies and mandates.
K10.	Basic knowledge of placement, probation process and services of youth in order to assist in their successful integration into the community.
K11.	Basic knowledge of laws of arrest, rules of evidence and court procedures required to effectively accomplish the mission of the DJJ.
K12.	Basic knowledge of the functions and procedures of Interstate Compact in order to support the youth's integration process.
K13.	Basic knowledge of the continuum of care services available for the youth from commitment through discharge.
K14.	Comprehensive knowledge of peace officer duties and responsibilities of DJJ employees as defined in the Penal Code to effectively accomplish the mission of the DJJ.
K15.	Basic knowledge of the policies and procedures of DJJ that have been affected by court decisions to effectively address the rights of youth.
K16.	Comprehensive knowledge of the Integrated Behavioral Treatment Model principles to effectively provide the totality of the team approach to accomplish the mission and the values of DJJ.

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

EDITED KSAPC LISTING

CLASSIFICATION: Parole Agent I, Youth Authority

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

KSAPC Statements	
<i>Knowledge of:</i>	
K17.	Basic knowledge of assessments, case planning, and interventions to address the individualized treatment needs of the youth.

EDITED KSAPC LISTING

CLASSIFICATION: Parole Agent I, Youth Authority

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

KSAPC Statements	
Ability to:	
A1.	Relate to youths in order to gain the interest, respect, and cooperation of youth and successfully reintegrate them back into the community and ensure public safety.
A2.	Utilize motivational interviewing techniques to gain the interest, respect, and cooperation of youth.
A3.	Communicate and network with individuals, agencies and stakeholders that provide programs and services to youth to successfully reintegrate them back into the community.
A4.	Establish and maintain effective working relationships in order to provide information and direction as a member of multi-disciplinary team.
A5.	Analyze situations accurately in order to determine and implement an effective course of action.
A6.	Accurately prepare/review case reports (e.g., board reports, discharge reports, placement plans, etc.) in order to document critical data/information for litigation, communication, and program status.
A7.	Accurately and effectively communicate both verbally and in writing to provide information and direction to meet the department's mission, values, and goals.
A8.	Organize and prioritize tasks in order to adhere to timeframes and deadlines in accordance with laws and regulations, and DJJ policies and procedures.
A9.	Use and operate computerized equipment to create documents, query, input, retrieve and update database information to monitor, track and supervise youth caseload.

EDITED KSAPC LISTING

CLASSIFICATION: Parole Agent I, Youth Authority

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

KSAPC Statements	
Skill to:	
SPC1.	Demonstrate interest and respect for the dignity of individuals in order to support the mission of the DJJ.
SPC2.	Demonstrate investment in the rehabilitation of youth by utilizing active listening skills.
SPC3.	Demonstrate the ability to gain knowledge and understanding of the dynamics of anti-social/delinquent subculture.
SPC4.	Demonstrate an understanding and acceptance of various racial, ethnic, gender, disability, sexual orientation and cultural differences.
SPC5.	Demonstrate willingness to work with various racial, ethnic, gender, disability, sexual orientation, socio-economic populations and cultural differences.
SPC6.	Demonstrate willingness to travel and work irregular hours in order to perform necessary job duties.
SPC7.	Demonstrate behavior indicative of a law-abiding citizen in support of DJJ's missions and values.
SPC8.	Demonstrate tolerance and tact in order to communicate and interact professionally with others.
SPC9.	Demonstrate stability, integrity and maturity in order to respond in a professional manner.
SPC10.	Demonstrate reliability to effectively accomplish the mission of the DJJ.
SPC11.	Maintain a professional appearance as a representative of the DJJ.