

EDITED KSAPC LISTING

CLASSIFICATION: **YOUTHFUL OFFENDER PAROLE BOARD REPRESENTATIVE**

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

| KSAPC Statements | |
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| Knowledge of: | |
| K1. | Extensive knowledge of purposes, activities, and responsibilities of the Juvenile Parole Board and the Department of Corrections and Rehabilitation (CDCR) to conduct lawful proceedings. |
| K2. | Extensive knowledge of statutes, regulations, policy and case law pertaining to the functions of JPB and CDCR to conduct lawful proceedings. |
| K3. | General knowledge of agreements of the Division of Juvenile Justice (DJJ) pertaining to acceptance, rejection, classification, assignment and transfer of youthful offenders. |
| K4. | Extensive knowledge of principles, techniques, and trends in rehabilitation, parole and social casework as related to youthful offenders. |
| K5. | General knowledge of employment conditions and opportunities in California and facilities available for instruction and training of paroled youths. |
| K6. | Extensive knowledge of functions and procedures of the court system of the State of California and law enforcement agencies as related to criminal proceedings and youthful offenders in order to make informed decisions. |
| K7. | Extensive knowledge of principles, techniques, and trends in administrative due process of law to be an effective hearing officer. |
| K8. | General knowledge of department's mission and objectives to maintain a professional work environment. |

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| Ability to: | |
| A1. | Evaluate sociological, psychological, psychiatric, and vocational finding and recommendations to make informed decisions |
| A2. | Interpret and apply policies, rules and agreements of DJJ/Juvenile Parole Board (JPB) pertaining to youthful offenders and parolees |
| A3. | Communicate and write effectively and basic computer skills |
| A4. | Gather, record, and evaluate pertinent and meaningful statistics and reports to complete special assignments |
| A5. | Establish and maintain cooperative working relationships with private and community agencies, officials, and staff members to create a professional and positive work environment |
| A6. | Identify, investigate, and report on problems or situations relating to the policies or procedures of the Department of Corrections and Rehabilitation as they relate to the Juvenile Parole Board |
| A7. | Interpret and apply laws and court decisions pertaining to the functions of the Juvenile Parole Board and the Department of Corrections and Rehabilitation as they relate to the JPB |
| A8. | Extract from case records pertinent facts and data and present them in a clear, concise manner to avoid errors |
| A9. | Supervise the conduct of youthful offenders and parolees and intervene in instances of disruptive behavior for the protection of hearing participants |
| A10. | Acts as an emergency respondent quelling disturbances or coming to the aid of staff, youthful offender/parolees and or a member of the public as necessary |
| A11. | Conduct fair and impartial hearings to make appropriate findings |
| A12. | Weigh evidence to determine the truth of a matter |
| A13. | Weigh case factors to make an appropriate decision |

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| <i>Personal Characteristics:</i> | |
| PC1. | Understanding of and demonstrated interest in the rehabilitation of youthful offenders |
| PC2. | demonstrated understanding of and concern for the aims and policies of the Juvenile Parole Board to effectively support the mission |
| PC3. | Willingness to travel throughout the state to be available for scheduled hearings |
| PC4. | Willingness to work long hours to meet hearing mandates |
| PC5. | Tact, high moral standards, patience, and emotional stability to maintain a professional atmosphere |

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