



PAROLE AGENT I, ADULT PAROLE

THE POSITION

A Parole Agent I, Adult Parole (PAI), supervises parolees/releasees; works with parolees'/releasees' family and relatives, community service agencies; arranges for services for parolees/releasees who have identified needs in such areas as employment, housing, medical care, counseling, education, and social activities; arranges for and verifies release programs for about-to-be released adult offenders; may participate in the screening of cases for placement in a community correctional facility; conducts investigations when parole violation or criminal behavior is alleged which includes interviewing, surveillance, and search and seizure; apprehends and arrests parolees/releasees who are suspected of involvement in criminal activities or violation of parole; testifies in administrative hearings and judicial proceedings; provides information to other community agencies regarding specific parolees/releasees or the policy and procedures of the California Department of Corrections and Rehabilitation (CDCR); participates in the assessment of parolees'/releasees' risk to the community and the type of services required; makes recommendations to administrative paroling authority regarding case dispositions; and prepares various types of reports and correspondence. Visit our website at www.cdcr.ca.gov for more information about PAI and the CDCR.

**MINIMUM
REQUIREMENTS**

NOTE: ALL APPLICANTS MUST MEET THE MINIMUM QUALIFICATIONS AT THE TIME YOU SUBMIT YOUR APPLICATION EITHER I

EXPERIENCE: One year of experience supervising a case load of individuals in one or a combination of the following fields:

1. Probation or Parole; or
2. Social casework or rehabilitation counseling; or
3. Medical, psychiatric, or correctional casework involving persons with a criminal offense background.

(Experience in California state service applied toward this requirement must be in a class comparable in responsibility to Correctional Program Supervisor I, Youth Counselor, or Parole Service Associate.)

(Graduate work in sociology, psychology, criminology, correctional science, a recognized school of social work, or other related field may be substituted for the required experience on a year-for-year basis. Applicants substituting education for the entire experience requirement must have completed the equivalent of one academic year in an approved course of study in supervised casework or correctional field work during or supplemental to their graduate work. Graduate students in one of these fields will be admitted to the examination but must produce evidence of completion of one year of graduate work and the required year of supervised casework or correctional field work before they will be considered eligible for appointment.) **AND**

EDUCATION: Equivalent to graduation from college with a bachelor's degree from an accredited college or university. Registration as a senior in an accredited college or university will admit applicants to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis. Two years of experience in the Parole Service series in addition to that required under the basic experience requirement may be substituted. At least one year must be at the Parole Service Associate level.)

Or II

EXPERIENCE: Two years of experience in one or a combination of the following:

1. Supervising inmates in an adult correctional institution where duties included care, custody, and treatment. (Experience in California state service applied toward this pattern must be in a class comparable in level of responsibility to Correctional Officer.) or
2. Investigating crimes or complaints in a law enforcement agency with duties which include interviewing persons concerned and writing reports on cases. (Experience as a patrol officer or traffic officer is **NOT** qualifying.) **AND**

EDUCATION: Equivalent to graduation from college with a bachelor's degree from an accredited college or university. Registration as a senior in an accredited college or university will admit applicants to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis).

IMPORTANT: Accreditation referred to in this Section, shall be from an accrediting association recognized by the Secretary of the United States Department of Education.

COLLEGE TRANSCRIPTS

Candidates are required to submit an OFFICIAL copy of college transcripts in unopened, sealed envelope(s) from the college. The unopened, sealed envelope(s) will be collected at the written test. All candidates are encouraged to request all college transcripts NOW to ensure their availability by the written test. Candidates will not be allowed to participate in the examination if the official transcripts are opened or not submitted; therefore if candidates would like to see their transcripts they should request a second, unofficial copy for themselves.

MINIMUM
REQUIREMENTS
(CONT)

- **CITIZENSHIP REQUIREMENTS:** Existing law provides that in order to be appointed to a peace officer position, a person **must** either be a U.S. citizen or a permanent resident alien who is eligible for **and** has applied for citizenship at the time of application. Denial of an application for citizenship shall result in disqualification from or termination of employment.
- **FELONY DISQUALIFICATION:** Persons convicted of a felony **are not** eligible to participate in this examination (see *GENERAL INFORMATION* for more details).
- **AGE LIMITATION:** At least 21 years of age at the time of appointment.
- **TRAINING REQUIREMENT:** Under the provisions of PC 832, successful completion of a training course in laws of arrest, search and seizure, firearms and chemical agents is a requirement for permanent status in this classification. Agents are also required to participate in and successfully complete the Parole Agent Academy.
- **FIREARM QUALIFICATION:** PAIs will be issued a firearm and must qualify with that firearm both as part of the PAI Academy and each quarter thereafter. PAIs are required to be armed while on duty.
- **RESIDENCY REQUIREMENT:** PAIs must reside within a 40-mile radius of the Parole Unit to which they are assigned. Exceptions include: Monterey, San Mateo, Alameda, San Francisco, Los Angeles, and Santa Clara counties; PAIs in these counties must reside within a 65-mile radius of the parole unit to which they are assigned.

NOTE: ALL APPLICANTS MUST MEET THE MINIMUM REQUIREMENTS AT THE TIME YOU SUBMIT YOUR APPLICATION

SPECIAL PERSONAL
CHARACTERISTICS

Demonstrated interest and enthusiasm for working with parolees/releasees; ability to inspire the respect and confidence of community agencies, law enforcement personnel, adult parolees/releasees and their families; willingness to travel throughout the State and to perform work requiring irregular hours; tact; emotional stability; physical ability to effectively carry out duties and responsibilities of the position.

ADDITIONAL
REQUIREMENTS

- Hearing sufficient to perform the essential functions of the job; visual acuity no worse than 20/60 in each eye and correctable to 20/20 in each eye; and the ability to pass an acceptable color vision test
- Good physical health; strength, endurance and agility; sound mental and emotional condition; and freedom from any physical or mental condition that would interfere with the full performance of the duties of the position
- History of law abiding behavior
- No hard drug use within 10 years; or marijuana use within one year
- Legally eligible to own, possess and have custody/control of any firearm or other weapon authorized by the Department of Corrections and Rehabilitation
- Valid driver license at time of appointment

SALARY

\$5,285 – \$7,437 per month

The rate paid beyond \$5,285 is dependent upon time-in-grade, completion of the apprenticeship program and job performance.

HOW TO APPLY

To apply you **must** submit your application via the Internet. Applicants will complete their application and respond to questions regarding their ability to meet the minimum qualifications. An immediate minimum qualification determination will be made by the online system. If an applicant qualifies, he/she will be allowed to select a date and time to take the written test. The application form for Parole Agent I, Adult Parole is contained within the Internet process therefore a standard state application is not necessary.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, also has Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

You may apply on the Internet by connecting to the following online instructions:

http://www.spb.ca.gov/employment/exam_start.htm

Please note that the Internet system will be unavailable on Tuesday between 7:00a.m. and 1:00 p.m., Pacific Standard Time, for processing and maintenance. Do not begin the application process on the Internet during this time as your record will not be processed.

For more information concerning parole, contact one of the offices listed below, or visit the California Department of Corrections and Rehabilitation website at: [http:// www.cdcr.ca.gov](http://www.cdcr.ca.gov)

Region I~	Region II~	Region III~	Region IV~
Covers the entire central valley 9825 Goethe Road, Suite 200 Sacramento, CA 95827	Covers the coastal areas from Eureka to Ventura 1515 Clay St, 10 th Floor Oakland, CA 94612 (510) 622-4701	Covers most of Los Angeles County. 320 West 4 th St, Ste 1000 Los Angeles, CA 90013 (213) 576-6500	Covers San Diego area and southern counties. 21015 Pathfinder Rd, Ste 200 Diamond Bar, CA 91765

THE SELECTION PROCESS

Candidates must meet the minimum requirements for admittance to the examination as described on the front of this bulletin in order to participate in the PAI selection process. Candidates whose applications are accepted will continue through the examination components listed below. Failure to complete any of the required forms will result in elimination from the examination. Photo identification is required for admittance into the examination. Candidates must be successful in *each* of the examination components to be eligible for a PAI appointment. All information submitted for consideration at every phase of the selection process must be accurate, complete and truthful. All information submitted will be subject to verification. Any inaccuracies and/or omissions will be considered *intentional* and will be cause for elimination from the examination and/or subsequent eligible list.

1) SUPPLEMENTAL APPLICATION (PASS/FAIL)

All candidates are required to complete the Supplemental Application. The Supplemental Application will determine whether the candidate meets the minimum qualifications. Candidates who pass the Supplemental Application will progress to the next examination component. Candidates who do not complete the Supplemental Application will be eliminated from the examination.

2) COMPETITIVE QUALIFICATIONS FORM (CQF) (WEIGHTED 50%)

All candidates are required to complete the CQF. Candidates will be competitively scored based on the CQF. The CQF will consist of questions designed to evaluate the competitiveness of the candidates based on the candidates' education and experience. Candidates who do not complete the CQF will be eliminated from the examination. Candidates who pass the CQF will progress to the next examination component.

Candidates are required to bring all sealed, unopened official college transcripts to the written test. Candidates who do not bring all unopened official college transcripts will be eliminated from the examination.

3) WRITTEN TEST (WEIGHTED 50%)

Scope: Knowledge of:

1. Methods used and problems involved in the supervision and rehabilitation of parolees/releasees
2. Laws pertaining to prison, probation, parole and paroling authorities
3. Principles and methods of conducting investigations and obtaining evidence
4. Laws of arrest, rules of evidence, and court procedures
5. Organizations, facilities, and services of public and private welfare and employment agencies available to parolees/releasees
6. Functions and procedures of the State, county, and municipal law enforcement agencies
7. Employment conditions and opportunities in California and of facilities available for instruction, training, and placement of parolees/releasees
8. Firearms policies and handling of safety equipment
9. Vocational and education counseling

PRE-APPOINTMENT REQUIREMENTS

Candidates are placed on the eligible list in order of the final score received from the scoring of the CQF and written test. Candidates who are selected for appointment will be given a conditional job offer of employment, contingent upon successful completion of the pre-appointment requirements. Each candidate will be responsible for identifying the location list(s) on which he/she wants his/her name to be placed. These candidates will receive job offers conditioned on their ability to pass the following requirements:

1) BACKGROUND INVESTIGATION

All candidates must undergo a thorough background investigation *before* being appointed to PAI. Candidates who are selected for appointment will be required to submit a Personal History Statement and other supportive documents to initiate the background investigation. The background investigation is conducted to determine if the candidate is of good moral character and suitable to assume the duties and responsibilities of a PAI. Information for the background investigation is gathered from employment history, military experience, educational background, history as a law abiding citizen (including contacts with law enforcement personnel, detentions, arrests, convictions, etc.), motor vehicle operation records, and other contacts.

2) PREEMPLOYMENT MEDICAL EXAMINATION (PEM)

Each candidate selected for appointment must have a PEM *before* being appointed to PAI. The PEM includes, but is not limited to: a urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests, if necessary. Any limitation which restricts a person from safely performing the essential functions of a PAI may constitute basis for removal from the eligible list.

3) PEACE OFFICER PSYCHOLOGICAL EVALUATION (POPE) (PASS/FAIL)

The POPE includes two written tests and an interview with a psychologist to determine that the candidate is free of any emotional or mental limitations, which could restrict him/her from safely performing the essential functions of a PAI. The POPE is taken in two sessions: the written tests are taken first and then the interview is scheduled at a later date. An approved POPE is valid for one year and must be current at the time of appointment. Candidates not cleared by the POPE cannot reapply for this position for 12 months from the date of disqualification.

**GENERAL
INFORMATION**

EXAMINATION LOCATIONS: The examination will be scheduled at one of the three CDCR Selection Centers or a designated off-site location. Candidates needing special testing arrangements due to a disability must mark the appropriate box on the PAI Application form.

SELECTION CENTER LOCATIONS

Northern Selection Center
2201 Broadway
Sacramento, CA 95818-2572
(916) 227-2110

Central Selection Center
2510 S. East Avenue, Suite 350
Fresno, CA 93706
(559) 445-6141

Southern Selection Center
9055 Haven Avenue, Suite 104
Rancho Cucamonga, CA 91730
(909) 944-6697

VETERANS PREFERENCE CREDITS: California law limits the granting of veterans' preference points in open entrance examinations. Veterans' preference credits will be granted on the OPEN employment list established from this examination. Veterans' preference credits are added as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Employees who have gained permanent State civil service status are not eligible to receive veterans' preference credits. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive veterans' preference credits. Veteran status is verified by the State Personnel Board (SPB). To obtain veterans preference, submit an Application for Veterans Preference for California State Civil Service Examinations, form SPB-1093 (7/06), directly to the SPB. The SPB 1093 (7/06) forms are available from the SPB (the form may be accessed on-line at www.spb.ca.gov) and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

CAREER CREDITS will not be given in this examination.

TESTING PERIOD: Applicants may only take the written test once during a testing period. The testing periods for this exam are January 1 through December 31. Filing periods may be closed based upon applicant response.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into the list in order of the score received in the examination. List eligibility expires two years after it is established.

THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION reserves the right to revise the examination plan to better meet the needs of the Department if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

FELONY DISQUALIFICATION: You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) Has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expungeable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

TDY is a telecommunications device used by the hearing impaired and may be reached by calling TDY at (800) 735-2929 or voice phone at (800) 735-2922.

DRUG FREE WORKPLACE: It is the objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of drugs is inconsistent with the law of the State, the rules governing State civil service, and the special trust placed in public servants.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER: The California Department of Corrections and Rehabilitation offers equal opportunity to ALL regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.