



**CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION
OFFICE OF WORKFORCE PLANNING**

**PAROLE ADMINISTRATOR 1, ADULT PAROLE (AP)
WRITTEN EXAMINATION – JUNE 26, 2021**

EXAMINATION PREPARATION TIPS AND SAMPLE QUESTIONS

GENERAL INFORMATION

This orientation packet provides information specific to the 2021 Parole Administrator 1, AP examination. You should review this information prior to participating in the examination.

The Parole Administrator 1, AP examination covers all of the essential knowledge, skills, and abilities of the Parole Administrator 1, AP classification. This examination gives competitors the opportunity to demonstrate their competency and potential to perform in this classification. This study guide has been developed to help you respond to job related questions. The study guide consists of the following two sections:

- Tips for preparing for a Written Examination
- Sample questions for the Written Examination

GENERAL DESCRIPTION OF THE WRITTEN EXAMINATION

The **Written Examination** requires knowledge of principles, techniques, rules and regulations and functions of the California Department of Corrections and Rehabilitation (CDCR). Therefore, it is recommended that you review the most updated CDCR Department Operations Manual (DOM), State of California Code of Regulations, Title 15, and Crime Prevention and Corrections. The written test consists of one segment of multiple choice test items designed to assess the critical knowledge, skills, and abilities required for successful on-the-job performance in the **Parole Administrator 1, AP** classification.

GENERAL TIPS FOR PREPARING FOR THE PAROLE ADMINISTRATOR 1, AP EXAMINATION

- Review the Job Analysis for the Parole Administrator 1, AP classification. The most critical and frequently performed tasks are identified in the job analysis in addition to the knowledge, skills and/or abilities for the classification. The job analysis can be found on [CDCR's Job Analysis page](https://www.cdcr.ca.gov/careers/career-opportunities/analysis/) (<https://www.cdcr.ca.gov/careers/career-opportunities/analysis/>). Click on the letter "P" and then click on **Parole Administrator 1, Adult Parole**. A hard copy can also be obtained by visiting the Office of Workforce Planning at 1515 "S" Street, Room 211-South, Sacramento.
- Review and study the State Personnel Board (SPB) job specification. This is the legal document for the classification and states how the classification is used in general, identifies the knowledge, skills and/or abilities required and lists any other pertinent classification information. The specification can be found at [CalHR's Job Description search](https://jobs.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx) (<https://jobs.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx>). Type "Parole Administrator" in the search function and click on **Search**, then click on **View Class Spec**.
- Find out how and where the classification is being used to broaden your understanding of the classification. Talk to an incumbent currently in the position and request copies of duty statements. Individuals currently performing the duties of the classification can provide you with insight of actual on-the-job tasks.
- Acquaint yourself with the State of California Code of Regulations, Title 15, Crime Prevention and Corrections located on [CDCR's Regulations page](https://www.cdcr.ca.gov/regulations/) (<https://www.cdcr.ca.gov/regulations/>). Click on **California Code of Regulations, Title 15, Division 3, Chapter 1**.
- Acquaint yourself with [CDCR's DOM](https://www.cdcr.ca.gov/regulations/adult-operations/dom-toc/) (<https://www.cdcr.ca.gov/regulations/adult-operations/dom-toc/>).

WRITTEN EXAMINATION TIPS

- Listen to all of the instructions given by the proctors.
- Carefully read the written test instructions while the proctor reads them aloud.
- Read specific segment instructions carefully to ensure you are answering the question correctly.
- Read the question in its entirety before you look at the answers.
- Read all choices carefully before choosing your answer.
- Immediately eliminate answers you know are wrong.
- Enter all answers on the answer sheet with a number two pencil.
- Do not keep changing your answer; usually your first choice is the right one.
- Do not skip around from section to section. This may cause you to get confused and need additional time to finish.
- Do not spend too much time on questions that you are unable to answer. Move on and come back to those questions.
- Ensure the question you are answering corresponds to the number on your answer sheet.
- Pace yourself. Make sure you allow yourself time to get back to any unanswered questions.
- If you have a question, raise your hand and a proctor will assist you.
- Review your examination and ensure you answered all questions before turning in your test material.

There are many areas that are covered in this examination. The examination is a competitive process. While you are not expected to know everything, the more prepared you are, the more competitive you should be. Do your research and allow time for preparation. Good luck!

SAMPLE QUESTIONS

SEGMENT 1 – POLICIES AND PROCEDURES

The following is a brief description and examples of the critical performance areas measured by the examination. The critical performance areas are based on the knowledge, skills and abilities indicated on the examination bulletin and job specification.

This test segment is designed to measure your knowledge with departmental policies and procedures.

INSTRUCTIONS: Read the following excerpt and choose the one response that most appropriately answers the situation or topic covered.

Sample Question #1

The Threat Assessment Response Team (TART) shall consist of staff responsible for assessing the validity of and establishing counter measures to threats made against staff members. The TART shall be comprised of the following, **except:**

- A. Hiring Authority/Chairperson or designee
- B. Manager or Department Head of affected area
- C. Supervisor of threatened employee
- D. The threatened employee

The correct answer is D. According to Department Operations Manual (DOM) section 12040.8 Threat Assessment Response Team, the threatened employee is not a member of the TART.

Sample Question #2

The Parole Agent series is required to qualify quarterly to demonstrate competency and proficiency with firearms. Upon failure to successfully qualify during the specified quarter, which of the following actions is **required?**

- A. A Parole Agent can maintain their state issued firearm for up to 30 days until a successful qualification is achieved.
- B. A Parole Agent will be redirected to regional headquarters for 30 days pending qualification.
- C. A Parole Agent will be terminated after failing to qualify within 90 days after end of the non-qualifying quarter.
- D. The department must provide additional training to the Parole Agent to assist them in qualifying during the 90 days after the non-qualifying quarter.

The correct answer is C. According to DOM section 86010.13 Firearms Qualification, if the parole agent fails to achieve a qualifying score 90 days after the end of the non-qualifying quarter, the Parole Agent may be separated from state service pursuant to Government Code (GC) Section 19585 or other applicable GC sections.

Sample Question #3

All requests for Global Positioning System (GPS) modification require approval from who?

- A. The Regional Parole Administrator
- B. The Chief Deputy Regional Administrator
- C. The Director or designee
- D. The Electronic Monitoring Unit Administrator

The correct answer is C. According to DOM section 81022.9 Sex Offender Management Program-Residence Restrictions, the Director of designee shall review requests for GPS modification for approval.
