

## EDITED KSAPC LISTING

**CLASSIFICATION: PAROLE AGENT II, ADULT PAROLE (SUPERVISOR)**

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

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Comprehensive knowledge of the functions of the California Department of Corrections and Rehabilitation and paroling authorities in order to effectively accomplish the Department's mission.
K2.	Comprehensive knowledge of the principles, techniques and trends in parole and correctional casework to effectively accomplish the Department's mission.
K3.	Comprehensive knowledge of the methods used and issues involved in the supervision and rehabilitation of parolees/releasees/inmates to effectively accomplish the Department's mission.
K4.	Comprehensive knowledge of the laws pertaining to prisons, probation and parole to effectively accomplish the Department's mission.
K5.	Comprehensive knowledge of the principles and methods of conducting investigations as it relates to parolees/releasees/inmates to effectively accomplish the Department's mission.
K6.	Comprehensive knowledge of laws of arrest, rules of evidence and court procedures required to effectively deal with violations and conditions of parole.
K7.	Comprehensive knowledge of the organizations, facilities, services of public and private welfare and employment agencies available to parolees/releasees to assist with successful reintegration into the community.
K8.	Comprehensive knowledge of the functions and procedures of federal, state and local law enforcement agencies in order to effectively accomplish the Department's mission.
K9.	Comprehensive knowledge of employment conditions and opportunities in California and facilities available for instruction, training and placement of parolees/releasees/inmates in order to effectively accomplish the Department's mission.
K10.	Comprehensive knowledge of firearm as it applies to its safe operation and manipulation to ensure staff/public safety.
K11.	Comprehensive knowledge of the functions and procedures of interstate parole in order to effectively accomplish the Department's mission.
K12.	Comprehensive knowledge of vocational and education counseling methods in order to assist parolees/releasees with successful reintegration into the community.
K13.	Comprehensive knowledge of the principles and techniques of personnel management and supervision in order to effectively direct and manage district operations.
K14.	Comprehensive knowledge of the Department's Sexual Harassment/Equal Employment Opportunity (EEO) policies and procedures in order to be in compliance.
K15.	Comprehensive knowledge of a supervisor's responsibility for promoting EEO in hiring, employee development and promotion and for maintaining a work environment free of harassment and discrimination.

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

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<b>Knowledge of:</b>	
K16.	Comprehensive knowledge of the labor-management relationship under the collective bargaining law to ensure compliance with Memorandum of Understanding (MOU) and departmental directives.
K17.	<b>Comprehensive knowledge of training principles and techniques in order to appropriately train staff.</b>
K18.	<b>Comprehensive knowledge of the mission and functions of various federal, state and local law enforcement agencies and courts in order to develop, facilitate, maintain and promote good working relationships.</b>
K19.	<b>Comprehensive knowledge of CDCR computer databases in order to produce various written documents, reports and administer training.</b>
K20.	<b>Advanced knowledge of the Department's use of force policies and procedures and the levels/options available in order to be in compliance.</b>
K21.	<b>Comprehensive knowledge of the appeal process in order to review, resolve, respond and track appeals within the specified time constraints.</b>
K22.	<b>Comprehensive knowledge of Interstate Compact and Transfer Investigation Request (TIR) procedures to ensure adherence to established policies and guidelines.</b>
K23.	<b>Comprehensive knowledge of field arrests and tactical procedures to ensure the safety of law enforcement personnel, public and adult offenders.</b>
K24.	<b>Basic knowledge of the principles of organization, public administration and budgeting to effectively request operational resources, forecast expenditure needs of the unit and remain within budgetary constraints.</b>
K25.	<b>Comprehensive knowledge of court mandated decisions (e.g., Armstrong, Clark, etc.) to ensure due process procedures to effectively carry out the Department's mission.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Plan the work of appropriate staff in order to achieve the Department's vision, values, mission and goals.
A2.	Organize the work of appropriate staff in order to achieve the Department's vision, values, mission and goals.
A3.	Direct the work of appropriate staff in order to achieve the Department's vision, values, mission and goals.
A4.	Secure the cooperation of individuals and agencies interested in placement and parole work in order to achieve the Department's vision, values, mission and goals.
A5.	Analyze situations accurately in order to determine and implement an effective and appropriate course of action as it pertains to parole duties.
A6.	Prepare reports (e.g., training, operational plans, use of force, parolee records, etc.), in order to retain critical data/information for litigation, historical data/past practice and managerial resources.
A7.	Communicate effectively both verbally and in writing in order to provide information and direction, to train staff, promote and maintain confident and cooperative relationships with others (e.g., departmental employees, contract employees, volunteers, the public and other state agencies) to meet the Department's mission.
A8.	Effectively contribute to the Department's Equal Employment Opportunity objectives to ensure a workplace free of harassment and discrimination.
A9.	<b>Use computer equipment to create documents, query, input, retrieve and update database information to monitor, track and supervise parolee/releasee caseload.</b>
A10.	<b>Enforce laws, rules, regulations and departmental policy in order to promote socially acceptable attitudes and behaviors within the parolee population.</b>
A11.	<b>Provide training to staff in order to create a knowledgeable workforce to ensure staff produce quality work.</b>
A12.	<b>Effectively communicate with individuals of diverse cultural backgrounds in order to maintain a professional and ethical work environment.</b>
A13.	<b>Prepare comprehensive and accurate casework reports that record essential elements of information pertaining to adult offenders using databases and personal computers to support evidence based decisions.</b>

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<b>KSAPC Statements</b>	
<b><i>Special Personal Characteristics:</i></b>	
SPC1.	Demonstrate interest in and enthusiasm for working with parolees/releasees/inmates in order to effectively accomplish the Department's mission.
SPC2.	Ability to develop the respect and confidence of community agencies, law enforcement personnel, the public, adult parolees/releasees/inmates and their relatives to meet the Department's mission.
SPC3.	Willingness to travel throughout the State and perform work requiring some evening hours and a willingness to respond to emergencies at any time.
SPC4.	Emotional maturity and stability in order to respond effectively during high stress situations.
SPC5.	Normal or corrected to normal hearing to be in compliance with Peace Officer Standards and Training (POST).
SPC6.	Normal or corrected to normal vision in order to be in compliance with POST.
SPC7.	Physical ability to effectively carry out the duties and responsibilities of the position.
SPC8.	<b>Demonstrate tact and integrity on and off duty in order to effectively accomplish the Department's mission.</b>