

EDITED KSAPC LISTING

CLASSIFICATION: Administrative Law Judge I, Board of Parole Hearings

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

KSAPC Statements	
Knowledge of:	
K1.	Basic knowledge of purpose, activities and responsibilities of the Board of Parole Hearings (BPH) and the Department of Corrections and Rehabilitation (CDCR) to conduct lawful parole proceedings.
K2.	Comprehensive knowledge of laws and court decisions pertaining to the functions of the BPH and the CDCR as it relates to criminal proceedings in order to make informed decisions.
K3.	Comprehensive knowledge of principles, techniques and trends in administrative due process of law to be an effective hearing officer.
K4.	Comprehensive knowledge of functions and procedures of the court system of the State of California and law enforcement agencies as related to criminal offenders.
K5.	Basic knowledge of computer applications (e.g., Microsoft word, Outlook, Excel, etc.) to perform daily work assignments.

EDITED KSAPC LISTING

CLASSIFICATION: Administrative Law Judge I, Board of Parole Hearings

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

KSAPC Statements	
Ability to:	
A1.	Identify, investigate, and report on problems or situations relating to the policies or procedures of the Department of Corrections and Rehabilitation (CDCR) as they relate to the Board of Parole Hearings (BPH) to ensure efficiency, fairness and due process in proceedings.
A2.	Apply legal principles, evidence and precedents to legal matters in order to render decisions.
A3.	Make accurate summaries of evidence and prepare recommendations in order to render decisions.
A4.	Interpret and apply laws, regulations and policies pertaining to the functions of the BPH and the CDCR to conduct proceedings.
A5.	Evaluate psychological and psychiatric reports in hearing proceedings in order to render decisions.
A6.	Extract pertinent facts and data from offenders' files to present them in a clear, concise manner to make sound written and verbal decisions.
A7.	Conduct a fair and impartial proceeding which includes gathering relevant information and prepare appropriate findings and rendering decisions.
A8.	Establish and maintain cooperative working relationships with private and community agencies, officials and staff members to ensure operational needs are met.
A9.	Analyze situations and take effective action to ensure proceedings are conducted efficiently.
A10.	Gather, record, and evaluate pertinent and meaningful statistics and reports to prepare recommendations.
A11.	Communicate effectively orally and written to exchange information and/or provide assistance to others.

EDITED KSAPC LISTING

CLASSIFICATION: Administrative Law Judge I, Board of Parole Hearings

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

KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Demonstrated understanding of policies and regulations of the Board of Parole Hearings and the Department of Corrections and Rehabilitation.
PC2.	Willingness to travel throughout the State on short notice.
PC3.	Willingness to work long hours as required.
PC4.	Tact, high moral standards, patience, and emotional stability to represent the board.