

EDITED TASK LISTING

CLASSIFICATION: ASSOCIATE CHIEF DEPUTY COMMISSIONER, BPT

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

Task Statements	
1.	Plan the work of Deputy Commissioners in a geographical area responsible for conducting various types of hearings for inmates and/or parolees under the jurisdiction of the Department of Corrections and Rehabilitation (CDCR) to provide due process, utilizing telephone, emails, manuals, memorandums and directives under the direction of the Chief Deputy.
2.	Organize the work of Deputy Commissioners in a geographical area responsible for conducting various types of hearings for inmates and/or parolees under the jurisdiction of the Department of Corrections and Rehabilitation (CDCR) to provide due process, utilizing telephone, emails, manuals, memorandums and directives under the direction of the Chief Deputy.
3.	Supervise the work of Deputy Commissioners in a geographical area responsible for conducting various types of hearings for inmates and/or parolees under the jurisdiction of the Department of Correction and Rehabilitation (CDCR) to provide due process, utilizing telephone, emails, manuals, memorandums and directives under the direction of the Chief Deputy.
4.	Train Deputy Commissioners, to ensure that hearing processes are executed in an efficient and timely manner utilizing manuals, memorandums, and directives under the direction of the Chief Deputy.
5.	Evaluate Deputy Commissioner's performance, and take or recommend appropriate action to ensure that decision making comports with due process standards utilizing written hearing decisions, direct observation, and listening to audio records, under the direction of the Chief Deputy.
6.	Represent the Board of Parole Hearings (BPH) in contact with various divisions of the Department of Corrections and Rehabilitation, law enforcement agencies, local courts, the Attorney General's Office, and other interested public and private agencies to work collaboratively on mutual issues and concerns utilizing meetings, electronic communications, written correspondence etc., under the direction of the Chief Deputy.
7.	Review hearing decisions made by Deputy Commissioners to ensure compliance with BPH policies utilizing electronic communications, written correspondence etc., under the direction of the Chief Deputy.
8.	Give decision consultation to Deputy Commissioners on difficult or problem cases to ensure consistent and uniformed decisions utilizing electronic communications, written correspondence etc., under the direction of the Chief Deputy.
9.	Conducts quasi-judicial administrative hearings as necessary to ensure consistent and uniformed decisions utilizing BPH hearing policies and procedures, under the direction of the Chief Deputy.
10.	Assist in the formulation of policies and procedures related to the hearing functions of BPH to implement court decisions and CDCR regulations utilizing negotiations with interested public and private stakeholders, Department of Justice opinions, and CDCR Staff Counsel opinions, under the direction of the Chief Deputy.

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

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Task Statements	
11.	Coordinate with CDCR regarding the training of Parole Agents and other staff associated with the hearing process to ensure compliance with court ordered decisions and mandates utilizing BPH training materials (e.g. media presentation, etc.), trainers, etc., under the direction of the Chief Deputy.
12.	Functions as acting Chief, Hearing Operations for BPH in his/her absence to ensure continuity of supervision of Northern and Southern regions utilizing directives, electronic communications, under the direction of the Chief Deputy or Executive Officer.
13.	Responsible for central office calendar matters to ensure consistency of the application of BPH policy and procedure in specialized cases utilizing directives, memorandums, regulations, and laws, under the direction of the Chief Deputy or Executive Officer.
14.	Responsible for the initial and continuing training of Deputy Commissioners, to ensure compliance with updated policies, court ordered decisions and mandates utilizing BPH training materials (e.g. media presentation, etc.), under the direction of the Chief Deputy.
15.	Assist with special projects and other administrative work by the Executive Office to ensure implementation and/or execution of new or revised mandates required of BPH utilizing directives, policy memorandums, as necessary.
16.	Supervise the work of Decentralized Revocation Unit staff in a geographical area responsible for supporting various types of hearings for inmates and/or parolees under the jurisdiction of CDCR to provide due process, utilizing telephone, emails, manuals, memorandums and directives under the direction of the Chief Deputy.
17.	Direct the workload of the Decentralized Revocation Unit staff in a geographical area responsible for supporting various types of hearings for inmates and/or parolees under the jurisdiction of CDCR to provide due process, utilizing telephone, emails, manuals, memorandums and directives under the direction of the Chief Deputy.
18.	Develop training material for Decentralized Revocation Unit staff in a geographical area responsible for supporting various types of due process hearings for inmates and/or parolees under the jurisdiction of CDCR to ensure consistent and uniform processes , utilizing telephone, emails, manuals, memorandums and directives under the direction of the Chief Deputy.
19.	Train Decentralized Revocation Unit Office Service Managers, to ensure that hearing processes are executed in an efficient and timely manner utilizing manuals, memorandums, and directives under the direction of the Chief Deputy.
20.	Evaluate the Decentralized Revocation Unit Office Service Managers, and take or recommend appropriate action to ensure performance objective standards are met by monitoring work assignments and performance, under the direction of the Chief Deputy.

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21.	Supervise the work of Board Revocation Representatives in a geographical area responsible for providing security and support at various types of due process hearings for inmates and/or parolees under the jurisdiction of CDCR to ensure consistent and uniform processes, utilizing telephone, emails, manuals, memorandums and directives under the direction of the Chief Deputy.
22.	Train Board Revocation Representative Supervisors, to ensure that hearing processes are executed in an efficient and timely manner utilizing manuals, memorandums, and directives under the direction of the Chief Deputy.
23.	Evaluate Board Revocation Representative Supervisors, and take or recommend appropriate action to ensure performance objective standards are met by monitoring work assignments and performance, under the direction of the Chief Deputy.
24.	Review and respond to audit or monitoring reports by State agencies, CDCR, and Court special masters to ensure compliance with mandated hearing processes utilizing BPH policy and procedure, case law, and regulations, under the direction of the Chief Deputy.
25.	Analyze and report on electronic data of a geographical area to monitor caseload statistic of parole hearing processes to ensure compliance with court ordered mandates utilizing computer aided programs, regulations, BPH policy and procedure, under the direction of the Chief Deputy.
26.	Manages and participates in personnel programs processes including recruitment, training, and performance management in order to manage program staff resources utilizing supervisory training, communication skills and personnel practices as needed.
27.	Perform supervisory responsibilities in the work place in regard to department-wide mandates concerning Equal Employment Opportunity (EEO), American with Disabilities Act (ADA) and other personnel practices as defined by regulatory agencies and established guidelines/policies as needed.
28.	Serves as administrative Officer of The Day (AOD) representing BPH during non-business hours, weekend and holidays taking responsibility for issuing, rescinding and modifying parole warrants by answering request of CDCR I.D Warrants Unit utilizing BPH policy and procedures, regulations, as assigned monthly.
29.	Make presentation to CDCR divisions and/or law enforcement agencies at public meetings/hearings on issue related to CDCR programs utilizing various resources/skills (e.g., relevant documents, personal expertise, tack, diplomacy, professionalism, communication and interpersonal skills, etc.,) as needed employee/managers

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30.	Respond to employee's grievances and complaints (e.g., EEO, co-worker complaints, workplace violence, etc.) to resolve issues within timelines and at the appropriate level utilizing departmental subject matter experts, communication skills, etc., as needed.
31.	Provide management with the status of unit operations in order to apprise them of sensitive or high profile issues utilizing various resources/skills (e.g., communication, interpersonal, and writing skills, etc.) on an on-going basis.
32.	Respond to hearing disposition inquiries (e.g., counsel, DAPO supervisor, inmates/parolees and their family member, etc.) to resolve issues within timelines utilizing departmental subject matter experts, communication skills, etc., as needed.