

EDITED KSAPC LISTING

CLASSIFICATION: PAROLE ADMINISTRATOR I, ADULT PAROLE

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of the principles, techniques, and trends in parole and correctional casework to effectively execute the mission of the California Department of Corrections and Rehabilitation (CDCR) and Division of Adult Parole Operations (DAPO).
K2.	Comprehensive knowledge of the methods used and issues involved in the supervision and rehabilitation of parolees/inmates to effectively execute the mission of the CDCR and DAPO.
K3.	Comprehensive knowledge of the laws pertaining to parole in order to effectively execute the mission of the CDCR and DAPO.
K4.	Advanced knowledge of the principles and methods of conducting investigations as it relates to staff and parolees/inmates in order to complete inquiries.
K5.	Advanced knowledge of the organizations, educational facilities, services/programs of public and private welfare and employment agencies available to parolees/inmates to assist with their successful reintegration into the community.
K6.	Comprehensive knowledge of the functions and procedures of Federal, State, County, and municipal law enforcement agencies in order to effectively execute the mission of the CDCR and DAPO.
K7.	Comprehensive knowledge of court procedures (the Court Revocation Process and the Board of Parole Hearings [BPH] procedures) required in dealing with violations and conditions of parole to ensure compliance with current policies, procedures and court mandates.
K8.	Basic knowledge of the functions of the Federal and Inter-State Parole procedures, including California Interstate Compact, in order to effectively execute the mission of the CDCR and DAPO.
K9.	Advanced knowledge of the principles and techniques of leadership, personnel management and supervision in order to effectively direct and manage district operations.
K10.	Basic knowledge of the principles of organization, public administration, and budgeting to effectively request operational resources, forecast expenditure needs of the District and remain within budgetary authority.
K11.	Comprehensive knowledge of a manager's responsibility for promoting Equal Employment Opportunity (EEO) in hiring and employee development in order to foster a work environment free of discrimination and harassment.
K12.	Comprehensive knowledge of the collective bargaining unit process, memorandum of understanding, current contracts and labor relations process in order to adhere to current contractual obligations, labor laws and policies.

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KSAPC Statements	
Ability to:	
A1.	Plan, organize, and direct the work of others to ensure comprehensive departmental goals and expectations are met.
A2.	Effectively apply leadership skills, interpersonal and communication techniques to secure and maintain the cooperation of others.
A3.	Analyze situations and data accurately to develop and adopt an effective course of action.
A4.	Effectively manage and delegate responsibilities to subordinates.
A5.	Effectively communicate verbally and in writing to provide clear and concise information/ideas to different audiences.
A6.	Contribute to the Department's Equal Employment Opportunity (EEO) objectives to create and maintain a fair and equitable work environment.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Interest and enthusiasm in working with management, peers, staff, parolees, inmates, and the public to enhance departmental mission.
PC2.	Demonstrated supervisory and administrative ability to effectively perform the functions of this classification.
PC3.	Demonstrated ability to work effectively with representatives of varying levels of government to adequately represent the Division.
PC4.	Normal or corrected to normal hearing, not less than 15/15 acuity to respond appropriately.
PC5.	Physical ability to effectively carry out the duties and responsibilities of the position.