

EDITED TASK LISTING

CLASSIFICATION: PAROLE AGENT III, YOUTH AUTHORITY

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

Task Statements	
1.	Supervise case carrying staff through work assignments and review, field inspections, and performance evaluations to maintain performance standards using State Personnel Board's (SPB) laws, rules and regulations, the Parole Services Manual (PSM), the Institutions and Camps (I&C) Manual and Title 15 regulations on a continuous basis.
2.	Conduct the hiring process (e.g., identify vacancies, conduct interviews, evaluate and select candidates) to fill vacancies using certification lists and transfers, in accordance with SPB and Departmental rules and regulations as needed.
3.	Train staff through a variety of methods to ensure staff have the required knowledge, skills, abilities and tools to perform the functions of their job within required Farrell Remedial Plan, L. H. lawsuit, and Departmental guidelines, policies, and procedures using computer software, video conferencing, training videos, handouts, and hands on as directed by Departmental guidelines.
4.	Assign a variety of work assignments to ensure efficient unit/facility operations and timeframes are met using verbal and written communication, e-mail, memorandums, computer software, staff meetings and cell phone as directed by the superintendent/regional administrator and within required procedures and policy.
5.	Review case carrying staff caseloads to provide direction and ensure compliance with established supervision, caseload ratio, Farrell Remedial Plan, and L. H. lawsuit requirements, using field files, record of supervision, monitoring Board of Parole and facility administrative hearing decisions, and automated systems in accordance with the Memorandum of Understanding (MOU), Division of Juvenile Justice (DJJ) policy, procedures, laws and regulations on an on-going basis.
6.	Conduct random and routine field audits (e.g., vehicle, safety equipment, field ride-a-long, group home, community/residential placement, face-to-face contacts, casework, program credits, case conference, and field file) to ensure compliance, and that mandates, timeframes and quality assurance are met using tracking documents, automated systems, computer software, and observation skills on an on-going basis.
7.	Evaluate staff performance in order to aid in their professional development and provide appropriate training using communication skills, observation skills, review staff work, and the progressive discipline process in accordance with SPB laws, rules, and regulations, MOU, and Division of Juvenile Justice policy and procedures on an on-going basis.
8.	Recommend appropriate action to ensure institutional/public safety and welfare and operational efficiency using verbal and written communication and automated systems in accordance with Departmental policy and procedure, Farrell Remedial Plan, L. H. Lawsuit, PSM, and I&C Manual on an on-going basis.
9.	Take appropriate action to ensure institutional/public safety and welfare and operational efficiency using verbal and written communication and automated systems in accordance with Departmental policy and procedure, Farrell Remedial Plan, L. H. Lawsuit, PSM, and I&C Manual on an on-going basis.

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10.	Collaborate with juvenile county probation officers and state adult parole agents to make recommendations (e.g., revocations, dual commitments, supervision, placement) using telephonic and face-to-face contacts, emails, meetings, conferences, presentations, and memorandums on an on-going basis.
11.	Develop community resources and partnerships with local, county, and state agencies and various law enforcement agencies to enhance services for youth/parolees and ensure public safety using telephonic contacts, task force meetings, face-to-face contacts, emails, meetings, conferences, presentations, and memorandums on an on-going basis.
12.	Secure the cooperation of social services, law enforcement, recreational, religious, education, and other state, federal, and county agencies concerned with rehabilitation of youth/parolees to enhance services and ensure public safety using telephonic contacts, task force meetings, face-to-face contacts, emails, meetings, conferences, presentations, and memorandums on an on-going basis.
13.	Investigate case histories of youth/parolees to develop an appropriate treatment plan (e.g., community placement, services, resources, education, vocation) to ensure public/institutional safety and security and quality assurance using case reports, field files, intake, automated systems, diagnostic evaluation, and law enforcement reports on an on-going basis.
14.	Review/evaluate case histories of youth/parolees to develop an appropriate treatment plan (e.g., community placement, services, resources, education, vocation) to ensure public/institutional safety and security and quality assurance using case reports, field files, intake, automated systems, diagnostic evaluation, and law enforcement reports on an on-going basis.
15.	Analyze data and factors related to specific cases of delinquency to obtain evidence based knowledge in the area of delinquency prevention, provide treatment modalities, and assess fiscal impact by reviewing current local and national trends, research reports, information systems data, training and law enforcement intelligence on an on-going basis.
16.	Coordinate parole/facility treatment services to ensure the overall success of the youth/parolee rehabilitation using contracted vendors and services, community resources, curriculum, and volunteers on an on-going basis.
17.	Participate in hearings by presenting cases at local calendar before the Juvenile Parole Board to address current parolee behavior, progress, treatment goals/objectives and meet mandated timeframes and quality assurance using various reports, communication skills, and face-to-face contacts on a monthly basis.
18.	Conduct Juvenile Justice Administrative Committee Review hearings to address current youth behavior, progress, transfers, treatment goals/objectives and meet mandated timeframes and quality assurance using various reports, communication skills, and face-to-face contacts on a monthly basis.

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19.	Coordinate Juvenile Parole Board/Juvenile Justice Administrative Committee Review hearings to address current youth/parolee behavior, progress, treatment goals/objectives and meet mandated timeframes and quality assurance using various reports, communication skills, and face-to-face contacts on a monthly basis.
20.	Coordinate the development of placement opportunities, foster home and employment placements for youth/parolees by fostering relationships and collaborating with various community resources and contract vendors using telephonic contacts, task force meetings, face-to-face contacts, emails, meetings, conferences, presentations, and memorandums on an on-going basis.
21.	Research the development and cost of placement opportunities, foster/group homes and employment opportunities for youth/parolees by fostering relationships and collaborating with various community resources and contract vendors using telephonic contacts, task force meetings, face-to-face contacts, emails, meetings, conferences, presentations, and memorandums on an on-going basis.
22.	Assist the Department and outside agencies in the development of training programs for employees to meet the needs of Departmental training mandates using subject matter expertise, approved curriculum, trainers, and case material on an on-going basis.
23.	Assist DJJ in the development of training programs for youth/parolees to provide life and employability skills/tools to enhance parole readiness and comply with Departmental mandates using subject matter expertise, contract vendors, community based organizations, facility work crews and volunteers on an on-going basis.
24.	Assist in the development of policy and procedures for DJJ parole/facility operations to ensure safety and security and maintain compliance with Departmental and court mandates using memorandums/directives, training procedures and manuals, laws, court rulings, and stipulated orders on an on-going basis.
25.	Implement policy and procedures for DJJ parole/facility operations to ensure safety and security and maintain compliance with Departmental and court mandates and quality assurance using training procedures and manuals, memorandums, computer software, Temporary Developmental Orders (TDO) and meetings as needed.
26.	Serve as liaison between the courts/attorneys and DJJ parole/facilities to provide information regarding interpretation of sentencing laws, training and treatment programs, appropriate placement, and commitments/referrals using subject matter expertise and communication skills on an on-going basis.
27.	Represent the Division of Juvenile Justice at conferences, task force committee, training, criminal justice agencies, meetings, community and with the media to provide information, current parole/facility trends, networking, and serve as a subject matter expert using subject matter expertise, communication skills, computer software, and policy and procedures on an on-going basis.

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28.	Serve as office manager to ensure the safety, security, and day to day operation of the facility/parole office using effective risk management, planning and communication skills, Progressive Discipline, Equal Employment Opportunity (EEO) guidelines, Employee Assistance Program (EAP), and CAL-OSHA policies and other state and local ordinances on a daily basis.
29.	Coordinate the day to day workload of assigned clerical staff to ensure an efficient and effective workforce and maintain compliance with mandates, procedures, policies, and timeframes using verbal and written communication, meetings, policies, procedures, and directives on a daily basis.
30.	Delegate the day to day workload of the clerical staff to ensure an efficient and effective workforce and maintain compliance with mandates, procedures, policies, and timeframes using verbal and written communication, meetings, policies, procedures, and directives on a daily basis.
31.	Maintain disciplinary guidelines for assigned staff to ensure quality assurance and operational efficiency using Progressive Discipline, EAP, training, manuals, audits, staff meetings, communication, policies, procedures and annual performance reviews as needed.
32.	Take appropriate action on difficult problems in connection with assigned staff to ensure safety, security, and welfare of the public/facility, youth and staff using verbal and written communication, Progressive Discipline, EAP, meetings, staffings, annual performance reviews, policies and procedures as needed.
33.	Assign State vehicles to provide the equipment necessary to perform day to day parole tasks using logs and pertinent forms as needed.
34.	Monitor records on State vehicles to maintain accountability, tracking, and budgetary reviews using mileage logs, maintenance, service, condition, and accident records, and electronic tracking on a monthly basis.
35.	Serve as liaison between facility and Parole to resolve staff casework issues, provide information, collaborate, and share mutual training and treatment programs using subject matter expertise and communication on an on-going basis.
36.	Serve as liaison between facility/Parole and Juvenile Parole Board to provide information regarding youth/parolee progress status, schedule hearings, make recommendations (e.g., modification of conditions of parole, discharge/continuation of parole, board order modifications), resolve personnel and casework issues, ensure compliance with L. H. and Farrell Remedial Plan process and procedures, and offer clarification using case reports, communication, automated systems, service manuals, and court mandates on an on-going basis.
37.	Prepare various monthly, quarterly, and annual reports (e.g., budget, unit COMPSTAT, victims, case count, classification, deviation, electronic monitor, I&C section 4000) using data, auditing tools, automated systems, and file review as needed.

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38.	Respond to youth/parolee grievances in an attempt to resolve the specific problem using verbal and written communication, evidence/facts, computer software, tracking log, due process, Title 15, Americans with Disabilities Act (ADA), laws, rules and regulations in accordance with DJJ policy and procedures as needed.
39.	Conduct employee inquiries/investigations in order to report findings to the appropriate hiring authority using investigative techniques, evidence/facts, computer software, verbal and written communication, due process and taped interviews with witnesses in accordance with DJJ policies, procedures, laws and regulations and bargaining unit contracts as needed.
40.	Respond to employee grievances, labor relations and EEO issues in effort to resolve the specific problem at the lowest possible level and for quality assurance using DJJ policies, procedures, laws and regulations, bargaining unit contracts, evidence/facts, computer software, verbal and written communication, tracking log and due process as needed.
41.	Review unit/facility business services (e.g., vendors, office supplies, home placement, contracts, drug treatment, mental health, cash assistance, incidentals) pertaining to daily unit operation in accordance with DJJ policy and procedures to provide appropriate treatment services, ensure public safety, and for quality assurance using automated systems, case reports, case conferences, billing invoices, and contracts on an on-going basis.
42.	Conduct face-to-face contact interviews/assessments with youth/parolees to plan treatment, determine appropriate program placement, resources, education and identify risk factors (e.g., gang, mental health, medical, suicide, education) using case reports, intake documents, field files, interview techniques, Suicide Risk Screening Questionnaire (SRSQ), medical examinations, and automated systems upon arrival to the facility.
43.	Assist DJJ in the development of facility programs in order to provide mandated treatment components for youth using subject matter expertise, contract vendors, evidenced based curriculum, community-based organizations, and volunteers on an on-going basis.
44.	Make recommendations regarding the need for cash assistance in order to assist the youth in reintegrating into the community using case factors, resources available in the geographical area and communication skills in accordance with laws and regulations and DJJ policy and procedures, on an on-going basis.
45.	Review recommendations for interstate and/or county to county placements to ensure cases meet transfer criteria and timeliness factors, using assignment logs, record of supervision, transfer packet, automated systems and communication skills, in accordance with the laws and regulations, DJJ policy and procedures and Interstate Compact agreements, as required.

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46.	Make recommendations for interstate and/or county to county placements to ensure cases meet transfer criteria and timeliness factors, using assignment logs, record of supervision, transfer packet, automated systems and communication skills, in accordance with the laws and regulations, DJJ policy and procedures and Interstate Compact agreements, as required.
47.	Administer the office budget to monitor expenditures utilizing various budget reports (e.g., allotment register, Business Information System [BIS], CALATERS), case count, and projections and release ratios at the direction of the Regional Administrator.
48.	Make recommendations for a variety of cases including difficult to place/high risk youth to ensure appropriate resources are available and cases meet timeliness factors using case reports, automated systems, staffings, communication skills, in accordance with the laws and regulations and DJJ policy and procedures, as required.
49.	Monitor/track youth/parolee legal registrations for all classifications (e.g., arson, sex offender, gang, health and safety) to fulfill court orders and ensure timelines are met using automated systems, case reports, communication, court orders and field files, in accordance with the laws and regulations and DJJ policy and procedures, L. H. Lawsuit and Farrell Remedial Plan, as required.
50.	Monitor/track youth/parolee legal notifications (e.g., victim, law enforcement, Welfare & Institution Code 1767.1) to fulfill court orders and ensure timelines are met using automated systems, case reports, communication, court orders and field files, in accordance with the laws and regulations and DJJ policy and procedures, L. H. Lawsuit and Farrell Remedial Plan, as required.
51.	Make recommendations for appropriate placement of youth in facilities in accordance with the security classification level, court of commitment (juvenile/superior), age and treatment needs using automated systems, case reports, case conference, communication, court orders and field files, in accordance with DJJ policy and procedures and Farrell Remedial Plan on an on-going basis.
52.	Conduct random and routine facility audits (e.g., safety equipment, face-to-face contacts, casework, case conference, individual and small group, case reports, and field file) to ensure compliance and that mandates and timeframes are met using tracking documents, automated systems, computer software, and observation skills on an on-going basis.
53.	Serve as a director's representative when initiating/dropping a parole hold/detainer to ensure youth are appropriately detained/released and ensure facility/public safety using law, rules, and regulations, PSM, I&C manual, and court ordered stipulations as needed.

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