

EDITED KSAPC LISTING

CLASSIFICATION: Parole Agent II, Youth Authority (Specialist)

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of the principles in rehabilitation, re-entry, risk/needs assessment tool and case planning to effectively accomplish the mission of the Division of Juvenile Justice (DJJ).
K2.	Comprehensive knowledge of the techniques in rehabilitation, re-entry, risk/needs assessment tool and case planning to assist in their successful integration into the community.
K3.	Comprehensive knowledge of the trends in rehabilitation, re-entry, risk/needs assessment tool and case planning supported by evidence based practices to assist in their successful integration into the community.
K4.	Comprehensive knowledge of the youth risk/needs and rehabilitative model principles utilized in the supervision and rehabilitation of youth.
K5.	Comprehensive knowledge of the organizations, facilities, and services of public and private welfare and employment agencies available to youth to assist in their successful integration into the community.
K6.	Advanced knowledge of the organization, and functions of the Juvenile Parole Board (JPB) and the Juvenile Justice Administrative Committee (JJAC) in order to adhere to laws, DJJ policies and mandates.
K7.	Comprehensive knowledge of the laws and case law pertaining to youth to effectively accomplish the mission of the DJJ.
K8.	Basic knowledge of the Youth Authority Act to enhance understanding of the reformative efforts for DJJ.
K9.	Comprehensive knowledge of laws and case law affecting the rights of youth to effectively accomplish the mission of the DJJ.
K10.	Comprehensive knowledge of placement, probation, and parole services of youth to assist in their successful integration into the community.
K11.	Comprehensive knowledge of employment conditions and opportunities in California and facilities available for instruction, training and placement of youthful offenders in order to assist in their successful integration into the community.
K12.	Comprehensive knowledge of vocational and educational counseling methods in order to assist youthful offenders in their successful integration into the community.
K13.	Comprehensive knowledge of the organizations, facilities, and services of public and private welfare and employment agencies available to youthful offenders to assist in their successful integration into the community.
K14.	Advanced knowledge of peace officer duties and responsibilities of DJJ employees as defined in the Penal Code to effectively accomplish the mission of the DJJ.
K15.	Comprehensive knowledge of the functions and procedures of federal, state, county, and municipal law enforcement agencies affecting youth to ensure successful integration.

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

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Knowledge of:	
K16.	Basic knowledge of the principles and methods of conducting investigations as it relates to youth to effectively accomplish the mission of the DJJ.
K17.	Basic knowledge of laws of arrest, rules of evidence and court procedures required to effectively address/manage violations and conditions of re-entry and accomplish the mission of DJJ.
K18.	Basic knowledge of the functions and procedures of Interstate Compact Parole in order to support the youth's integration process.
K19.	Basic knowledge related to the supervision of sex offenders, mental health and special needs cases to apply the principles in rehabilitation, re-entry and case planning of youth and accomplish the mission of DJJ.

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Ability to:	
A1.	Plan multiple tasks in order to implement an effective course of action.
A2.	Organize multiple tasks in order to adhere to timeframes and deadlines in accordance with laws and regulations, and DJJ policies and procedures.
A3.	Prioritize multiple tasks to adhere to timeframes and deadlines in accordance with laws and regulations, and DJJ policies and procedures.
A4.	Manage multiple tasks to adhere to timeframes and deadlines in accordance with laws and regulations, and DJJ policies and procedures.
A5.	Analyze situations accurately in order to determine and implement an effective course of action.
A6.	Prepare and review reports (e.g., training, operational plans, use of force, youthful offender records, etc.), in order to document critical data/information for re-entry litigation/violations.
A7.	Effectively communicate in order to provide information and direction to promote collaborative partnerships, enhance morale and productivity.
A8.	Use and operate computerized equipment to create documents, query, input, retrieve and update database information to monitor, track and supervise parolee caseload.

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Skill to:	
SPC1.	Demonstrate interest in rehabilitation and enthusiasm for working with youth by utilizing active listening skills.
SPC2.	Ability to gain the respect and confidence of community agencies, law enforcement personnel, youth and their relatives and friends by utilizing active listening skills.
SPC3.	Demonstrate willingness to travel and work irregular hours in order to perform necessary job duties.
SPC4.	Demonstrate behavior indicative of a law-abiding citizen in support of DJJ's missions and values.
SPC5.	Adaptability and tact in order to communicate effectively with individuals of diverse cultural backgrounds, various professions, and personalities.
SPC6.	Demonstrate stability, integrity and maturity in order to respond in a professional manner.
SPC7.	Maintain a professional appearance as a representative of the DJJ.