

EDITED KSAPC LISTING

CLASSIFICATION: PAROLE AGENT II, YA (SUPERVISOR)

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, parole and social casework to effectively accomplish the mission of the Division of Juvenile Parole Operations on a daily basis.
K2.	Comprehensive knowledge of the techniques in rehabilitation, parole and social casework to effectively accomplish the mission of the Division of Juvenile Parole Operations on a daily basis.
K3.	Comprehensive knowledge of the trends in rehabilitation, parole and social casework to effectively accomplish the mission of the Division of Juvenile Parole Operations on a daily basis.
K4.	Comprehensive knowledge of the methods used and problems involved in the supervision and rehabilitation of youthful offenders to effectively accomplish the mission of the Division of Juvenile Parole Operations on a daily basis.
K5.	Comprehensive knowledge of the causes, extent, and treatment of juvenile delinquency to effectively accomplish the mission of the Division of Juvenile Parole Operations on a daily basis.
K6.	Comprehensive knowledge of the organization, and functions of the Juvenile Parole Board to effectively accomplish the mission of the Division of Juvenile Parole Operations on a daily basis.
K7.	Comprehensive knowledge of the laws pertaining to youthful offenders to effectively accomplish the mission of the Division of Juvenile Parole Operations on a daily basis.
K8.	General knowledge of the Youth Authority Act to effectively accomplish the mission of the Division of Juvenile Parole Operations as needed.
K9.	Comprehensive knowledge of court decisions affecting the rights of youthful offenders to effectively accomplish the mission of the Division of Juvenile Parole Operations on a daily basis.
K10.	Comprehensive knowledge of placement, probation, and parole services of youthful offenders to effectively accomplish the mission of the Division of Juvenile Parole Operations on a daily basis.
K11.	Comprehensive knowledge of employment conditions and opportunities in California and facilities available for instruction, training and placement of youthful offenders in order to effectively accomplish the mission of the Division of Juvenile Parole Operations on a daily basis.
K12.	General knowledge of vocational and education counseling methods in order to assist youthful offenders in their successful integration into the community as needed.

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

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Knowledge of:	
K13.	General 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 as needed.
K14.	Comprehensive knowledge of peace officer duties and responsibilities of Division of Juvenile Justice employees as defined in the Penal Code to effectively accomplish the mission of the Division of Juvenile Parole Operations on a daily basis.
K15.	Comprehensive knowledge of the functions and procedures of Federal, State, county, and municipal law enforcement agencies in order to effectively accomplish the mission of the Division of Juvenile Parole Operations as needed.
K16.	Comprehensive knowledge of the principles and techniques of personnel management and supervision in order to effectively direct and manage unit operations on a daily basis.
K17.	General knowledge of the principles and practices of administration, organization, budget, to effectively accomplish the mission of the Division of Juvenile Parole Operations as needed.
K18.	Comprehensive knowledge of a manager's/supervisor's responsibility for promoting Equal Employment Opportunity (EEO) in hiring, employee development, and promotion and for maintaining a safe and healthy work environment free of discrimination/harassment on a daily basis.
K19.	Comprehensive knowledge of the labor-management relationship under the collective bargaining law to ensure compliance with MOU and departmental directives as needed.
K20.	General knowledge of progressive discipline procedures to address issues of substandard performance or employee improvement as needed.
K21.	Comprehensive knowledge of the principles and methods of conducting investigations as it relates to youthful offenders to effectively accomplish the mission of the Division of Juvenile Parole Operations on a daily basis.
K22.	General knowledge of laws of arrest, rules of evidence and court procedures required to effectively address/manage violations and conditions of parole as needed.
K23.	General knowledge of the functions and procedures of Interstate Compact Parole in order to effectively accomplish the mission of the Division of Juvenile Parole Operations as needed.
K24.	Comprehensive knowledge related to the supervision of sex offenders, mental health and special needs cases to apply the principles in rehabilitation, parole and social casework to effectively accomplish the mission of the Division of Juvenile Parole Operations on a daily basis.

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Ability to:	
A1.	Supervise the work of appropriate staff in order to achieve the department's mission, values, and goals.
A2.	Plan the work of appropriate staff in order to achieve the department's mission, values, and goals.
A3.	Organize the work of appropriate staff in order to achieve the department's mission, values, and goals.
A4.	Direct the work of appropriate staff in order to achieve the department's mission, values, and goals.
A5.	Evaluate the work of appropriate staff in order to achieve the department's mission, values, and goals.
A6.	Analyze situations accurately in order to determine and implement an effective course of action.
A7.	Prepare, review and approve reports (e.g., training, operational plans, use of force, youthful offender records, etc.), in order to document critical data/information for litigation/violations, communication, etc.
A8.	Effectively communicate in order to provide information and direction to meet the department's mission, values, and goals to promote collaborative partnerships, enhance morale and productivity.
A9.	Effectively implement the department's Equal Employment Opportunity objectives (e.g., work place violence prevention, sexual harassment prevention, discrimination prevention, etc.) in order to ensure a safe and healthy work environment.
A10.	Use and operate computerized equipment to create documents, query, input, retrieve and update database information to monitor, track and supervise youthful offender caseload.

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Personal Characteristics:	
SPC1.	Demonstrate interest in rehabilitation and enthusiasm for working with youthful offenders in order to effectively accomplish the mission of the Division of Juvenile Parole Operations.
SPC2.	Ability to gain the respect and confidence of staff, community agencies, law enforcement personnel, youthful offenders and their relatives and friends to meet the mission of the Division of Juvenile Justice.
SPC3.	Adaptability and tact in order to communicate effectively with individuals of diverse cultural backgrounds, various professions, and personalities.
SPC4.	Emotional stability and maturity in order to think/respond effectively during high stress situations.
SPC5.	Stability in your personal life and career to effectively accomplish the mission of the Division of Juvenile Parole Operations.
SPC6.	Professional appearance when representing the department and performing the duties as a Parole Agent.
SPC7.	Physical ability to effectively perform physical activities (e.g., bend, crouch, twist, kneel, crawl, climb, etc.) related to conducting searches, arresting, securing contraband, conducting home visits, accessing file cabinets, entering and exiting a vehicle, etc., necessary to perform required duties of a Parole Agent.