

EDITED KSAPC LISTING

CLASSIFICATION: PAROLE SERVICE ASSOCIATE

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

KSAPC Statements	
Knowledge of:	
K1.	Basic knowledge about the needs, problems, attitudes, and behavioral patterns of inmates/parolees as they relate to community reintegration.
K2.	Basic knowledge about principles/techniques to identify and utilize community resources (e.g., vocational, mental/medical, social services, employment, education, etc.) to promote inmate/parolee community stability.
K3.	Basic knowledge about narcotic testing (i.e., urinalysis) policies and procedures to ensure compliance with the conditions of parole.
K4.	Basic knowledge of interview techniques for the purpose of obtaining information from inmates, parolees, friends, family, outside agencies, etc., to effectively manage a caseload of inmates/parolees.
K5.	Basic knowledge of computer programs, software and databases (e.g., PowerPoint, Excel, Microsoft Word, Internet, etc.) in order to effectively perform daily operations of the job.

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Ability to:	
A1.	Review, analyze, validate, and/or disseminate information to determine case factors/decisions/recommendations to comply with CDCR policies and procedures and to ensure personal/public safety.
A2.	Respond with understanding when dealing with individuals from culturally diverse backgrounds to perform the assigned duties.
A3.	Communicate effectively (verbal/written) with individuals or groups and accurately document information as it relates to managing and/or monitoring inmates/parolees.
A4.	Benefit from instruction and training to ensure compliance with CDCR policies and procedures and for personal and professional development.
A5.	Follow verbal/written instructions and adapt to changes to perform the assigned duties.
A6.	Plan, organize, and prioritize workload to comply with CDCR policies and procedures.
A7.	Establish and maintain required records to comply with CDCR policies and procedures.
A8.	Conduct narcotic testing to ensure parolees comply with conditions of parole.
A9.	Interpret and apply rules, regulations, and instructions to ensure compliance with CDCR policies and procedures.
A10.	Operate an automotive vehicle safely to perform assigned duties.
A11.	Operate work related tools (e.g., telecommunications equipment including cellular phones, hand-held radios, flashlights, computer equipment, etc.) to perform the assigned duties.
A12.	Work independently and/or in groups and multi-task simultaneously meeting required timeframes and responsibilities of the assigned duties.

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Skill to:	
S1.	Sit, walk or stand for extended periods of time (e.g., in a work setting, waiting for appointments, meetings, hearings, testifying or operating a vehicle, etc.) to perform the assigned duties.
S2.	Perform physical activities (e.g., bend, crouch, twist, kneel, climb steps etc.) to perform the assigned duties.

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Personal Characteristics:	
SPC1.	Genuine interest in and enthusiasm to work with people to effectively contribute to the CDCR mission for the rehabilitation of inmates/parolees.
SPC2.	Professional, ethical, tactful, and diplomatic demeanor in order to earn the respect and confidence of other individuals to establish and maintain professional working relationships.
SPC3.	Emotionally and psychologically stable to provide structure, guidance, and counseling to inmates/parolees when performing the assigned duties.
SPC4.	Dress appropriately and practice good hygiene to comply with CDCR policies and to maintain a professional appearance.