

EDITED TASK LISTING

CLASSIFICATION: PAROLE SERVICE ASSOCIATE

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

Task Statements	
1.	Liaison between professional California Department of Corrections and Rehabilitation (CDCR) staff, the parolees, community groups (e.g., employers, program vendors, social service programs, etc.) and law enforcement agencies to effectively manage casework, respond to law enforcement inquiries, share and obtain inmate/parolee information utilizing communication skills, computer databases, policies/procedures, inmate/parolee files, etc., as needed.
2.	Determine needs, refer to programs/resources and conduct follow-ups with inmates/parolees and community agencies, establishing resources (e.g., housing, employment, mental/medical needs, clothing, food, etc.) to assist with their community adjustment by utilizing telephones, computer databases, communication skills, policies/procedures, etc., as required.
3.	Assist with initial interviews and review parole conditions on assigned parolee cases to secure updated information to recommend supervision levels to be determined by a supervising Parole Agent (e.g., complete initial interview form with parolee, review, explain and provide a copy of the signed special conditions of parole, etc.) utilizing communication skills, knowledge, policies/procedures, etc., as directed.
4.	Conduct initial interviews and review parole conditions on assigned parolee cases to secure updated information to recommend supervision levels to be determined by a supervising Parole Agent (e.g., complete initial interview form with parolee, review, explain and provide a copy of the signed special conditions of parole, etc.) utilizing communication skills, knowledge, policies/procedures, etc., as directed.
5.	Consult with CDCR and contracted staff to case conference any complex case factors determining an appropriate parole plan and/or course of action utilizing pertinent information (e.g., documents, reports, etc.), knowledge, communication skills, central/field file, policies/procedures, etc., as required.
6.	Assist inmates/parolees in reestablishing favorable community relationships by providing referrals for community resources (e.g., housing, employment, mental/medical needs, clothing, food, etc.) to assist with their community adjustment by utilizing telephones, computer databases, communication skills, community agencies, policies/procedures, etc., as required.
7.	Facilitate group counseling to assist parolees with their transition into the community by utilizing communication skills, policies/procedures, knowledge, experience, etc., on an ongoing basis.
8.	Obtain employment leads for parolees (e.g., community-based programs, county resources, organizations, etc.) to help parolees develop and maintain a network to assist in the transition into the community by utilizing computer-based programs, communication skills, reference materials, policies/procedures, etc., on an ongoing basis.

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

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9.	Obtain housing resources for parolees (e.g., community-based programs, county resources, organizations, etc.) to help parolees develop and maintain stability to assist in the transition into the community by utilizing contracted vendors, computer-based programs, reference materials, policies/procedures, etc., on an ongoing basis.
10.	Coordinate training (e.g., central file reviews, operational procedures, program objective, In-Service Training, etc.) of other employees to ensure all staff are properly trained utilizing computer-based programs, reference materials, policies/procedures, knowledge, etc., on an ongoing basis.
11.	Conduct training (e.g., central file reviews, operational procedures, program mission, policies, In-Service Training, etc.) of other employees to ensure all staff are properly trained utilizing computer-based programs, reference materials, communication skills, experience, etc., on an ongoing basis.
12.	Assist in narcotic testing (i.e., urinalysis) to ensure compliance with the conditions of parole utilizing approved testing equipment, policies/procedures, case factor knowledge, communication skills, etc., as required.
13.	Perform narcotic testing (i.e., urinalysis) to ensure compliance with the conditions of parole utilizing approved testing equipment, policies/procedures, case factor knowledge, communication skills, etc., as required.
14.	Prepare CDCR reports and correspondence (e.g., case reviews, risk/needs assessment, activity reports, Board of Parole Hearings (BPH) documents, etc.) to provide information and documentation to the Division of Adult Parole Operations (DAPO) and the BPH utilizing written communication skills, computer programs, experience, policies/procedures, etc., as needed.
15.	Assist with the coordination of revocation hearings for CDCR to support the BPH disciplinary process per policies and procedures utilizing communication skills, knowledge, pertinent documentation, experience, etc., as required.
16.	Provide testimony/input to BPH for revocation hearings to comply with parolees' due process per policies and procedures utilizing communication skills, knowledge, pertinent documentation, training, etc., as required.
17.	Review pre-parole cases at Regional Headquarters' Re-entry Units to verify unit assignment for reporting instructions utilizing policies/procedures, Release Program Study (RPS) packets, computer databases, etc., as required.
18.	Review pre-parole cases at Regional Headquarters' Immigration and Naturalization Service (INS) Units to complete parole assessments, recommend preliminary levels of supervision and special conditions of parole utilizing policies/procedures, RPS packets, computer databases, etc., as required.
19.	Track and confirm assigned INS cases (e.g., pre-parole, pending deportation, deported, etc.) for CDCR to comply with policies and procedures by maintaining an accurate caseload roster, utilizing BPH actions, discharge review lists, correspondences/inquiries, computer databases, etc., as required.

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20.	Review inmate/parolee lists (e.g., caseload roster, pre-release list, etc.) for CDCR to track status and prioritize workload utilizing databases, knowledge, experience, policies/procedures, etc., as required.
21.	Utilize information from CDCR databases (e.g., Offender Based Information System (OBIS), CalParole, COMPAS, LEADS, etc.) for DAPO to ensure inmate/parolee information is relevant and current, employing official documents, computers, policies/procedures, knowledge, etc., as required.
22.	Input information into CDCR databases (e.g., OBIS, CalParole, COMPAS, etc.) for DAPO to ensure inmate/parolee information is relevant and current, utilizing DAPO documents, computers, policies/procedures, knowledge, etc., as required.
23.	Schedule and conduct inmate/parolee interviews to obtain information so the supervising agent may determine an appropriate release/residential plan utilizing case files, interviewing techniques, computer-based programs, policies/procedures, knowledge, etc., as required.
24.	Request/review central files from CDCR records staff to complete risk and needs assessments and other requested reviews by utilizing computer-based programs, communication skills, policies/procedures, etc., as required.
25.	Coordinate pre-parole classes to prepare inmates with their reintegration into the community, provide parole expectations, etc., utilizing computer-based programs, reference materials, policies/procedures, knowledge, etc., on an ongoing basis.
26.	Assist DAPO agents with orientation classes to prepare inmates' reintegration into the community, provide parole expectations, etc., utilizing computer-based programs, communication skills, reference materials, policies/procedures, etc., on an ongoing basis.
27.	Conduct systematic investigations of available information for California Parole Apprehension Team (CPAT) Unit to locate Parolees-At-Large (PAL) utilizing computer databases, field files, case records, etc., on an ongoing basis.
28.	Assist CPAT agents with preparing violation reports for BPH revocation utilizing computer databases, field files, CDCR forms, communication skills, etc., on an ongoing basis.
29.	Assist DAPO field unit staff in determining Monitored Non-Revocable Parole (MNRP) status on Non-Revocable Parole (NRP) eligible cases by reviewing CDCR screening documents utilizing field files, computer databases, policies/procedures, etc., on an ongoing basis.
30.	Create training documents and presentations (e.g., PowerPoint, Excel, Microsoft Word, etc.) for DAPO to educate and adhere to legislative requirements, state mandates, departmental policies and procedures utilizing computer databases, communication skills, policies/procedures, contracted vendor documents, etc., on an ongoing basis.

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31.	Maintain training records for DAPO to comply with legislative requirements, state mandates, departmental policies utilizing computer databases, rules and regulations, contracted vendor documents, etc., on an ongoing basis.
32.	Schedule/prepare electronic monitoring training for DAPO agents in order to comply with legislative mandates and departmental policies utilizing vendor databases, policies/procedures, computer programs and equipment, etc., on an ongoing basis.
33.	Facilitate/assist DAPO staff in training for Global Positioning Systems (GPS) agents with contracted vendors in order to comply with legislative mandates and departmental policies utilizing communication skills, experience, knowledge, computer programs and equipment, etc., on an ongoing basis.