

EDITED KSAPC LISTING

CLASSIFICATION: Senior Special Agent, Department of Corrections

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of purposes and activities of the Department of Corrections and Rehabilitation to serve the Department's investigative/security interests.
K2.	Comprehensive knowledge of rules and regulations of the Department of Corrections and Rehabilitation to maintain compliance and meet the mission of the Department.
K3.	Comprehensive knowledge of provisions of the California Penal Code, Evidence Code, and Code of Civil Procedures to serve the Department as a Peace Officer.
K4.	Comprehensive knowledge of major investigative operational plans to protect the public and serve the Department's investigative/security interests.
K5.	Comprehensive knowledge of criminal investigation techniques/procedures to protect the public and ensure safety/security.
K6.	Comprehensive knowledge of personnel investigation techniques/procedures to preserve the integrity and morale of the Department.
K7.	Comprehensive knowledge of interview, information and intelligence gathering processes/procedures to interview/interrogate suspects and witnesses.
K8.	Comprehensive knowledge of procedures in corrections and parole work to meet the mission of the Department.
K9.	Comprehensive knowledge of the laws of arrest to affect custody and protect the public.
K10.	Comprehensive knowledge of individual's constitutional rights including those relating to laws of arrest, proper tactics and use of force to affect arrests and ensure individual's rights are upheld.
K11.	Comprehensive knowledge of search and seizure laws to conduct investigations and gather evidence/intelligence data.
K12.	Comprehensive knowledge of the legal process and court procedure to appear as a witness and confer with prosecutors in preparing cases for court.
K13.	Comprehensive knowledge of the techniques for securing and handling evidence to seize and preserve evidence of criminal activity.
K14.	Comprehensive knowledge of tactical operations to coordinate enforcement actions involving criminal suspects and participate in undercover, covert, stationary, mobile and aerial surveillance.
K15.	Comprehensive knowledge of training techniques to provide instruction/education and ensure an effective workforce.
K16.	Comprehensive knowledge of Peace Officer safety to ensure safe and secure operations during the course of duty.
K17.	Comprehensive knowledge of methods of correctional administration to maintain safety/security and meet the mission of the Department.
K18.	Comprehensive knowledge of techniques of personnel management and supervision to supervise the work of staff and ensure compliance with the Department's objectives, standards and policies.

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

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Knowledge of:	
K19.	Comprehensive knowledge of a supervisor's role in equal employment opportunity to prevent discrimination and harassment in the workplace.
K20.	Comprehensive knowledge of advanced peace officer training techniques and methods to provide informal, formal and On-the-Job training.
K21.	Comprehensive knowledge of applicable collective bargaining memorandum of understanding and related issues to ensure staff rights are upheld.
K22.	Comprehensive knowledge of State and Department policies/procedures to supervise staff and ensure compliance with the Department's objectives, standards and policies.
K23.	Comprehensive knowledge of disciplinary guidelines and personnel rules to supervise staff and ensure acceptable completed staff work.

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Ability to:	
A1.	Gather evidence to aid in the resolution of investigations.
A2.	Develop techniques, methods, and skills and apply applicable laws required to conduct criminal and personnel investigations to protect the public and serve the Department's investigative/security interests.
A3.	Establish and maintain cooperative relations with law enforcement and governmental agencies to coordinate investigations and enforcement activities.
A4.	Prepare and present well organized, accurate, clear and concise reports to document and disseminate information.
A5.	Communicate effectively at a level for successful job performance to provide and receive information/direction and promote a productive work environment.
A6.	Analyze situations accurately and take effective action to complete assignments/investigations and resolve problems.
A7.	Operate a motor vehicle safely and effectively to facilitate investigation and enforcement activities.
A8.	Plan and conduct investigation and enforcement activities to protect the public and serve the Department's investigative/security interests.
A9.	Use, maintain and qualify with approved firearms to provide protective services to Department administration staff and the public.
A10.	Analyze and evaluate facts and evidence to aid in the resolution of investigations.
A11.	Plan, direct, and conduct the more difficult and complex criminal and personnel investigations to protect the public and serve the Department's investigative/security interests.
A12.	Allocate resources effectively to achieve program goals and objectives.
A13.	Supervise the work of a group of Special Agents and other law enforcement personnel to maintain workplace efficiency and ensure effective operations.
A14.	Review personnel matters to maintain staff accountability, cooperation and efficiency.
A15.	Contribute to establishing equal opportunity in hiring and employee development to maintain a work environment that is free of discrimination and harassment.

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Personal Characteristics:	
PC1.	Willingness to work throughout the State and at unusual hours to meet the mission of the Department.
PC2.	Keeness of observation in order to maintain safety/security.
PC3.	Good memory for names, faces, places and incidents to conduct investigations and gather intelligence.
PC4.	Willingness to associate with criminally-included persons and environments in performance of duties to protect the public and serve the Department's investigative/security interests.
PC5.	Willingness to work under-cover and participate in covert moving, stationary and aerial surveillance to gather intelligence and conduct investigations.
PC6.	Willingness to utilize a variety of weaponry, including shotguns and tear gas to protect the public.
PC7.	Willingness to pursue violent repeat offenders and affect their arrest to protect the public.
PC8.	A continuing satisfactory record as a law-abiding citizen to produce a positive perception and ensure credibility.
PC9.	Maintain good credit to ensure personal stability and integrity.
PC10.	Possession of a valid driver license to operate personal and/or departmental vehicles.
PC11.	Willingness to use all appropriate means, including deadly force, to carry out peace officer duties and ensure public safety/security.
PC12.	Exercise good judgment to maintain credibility and integrity.
PC13.	Demonstrate good work habits to complete assignments.