

## EDITED TASK LISTING

### CLASSIFICATION: YOUTHFUL OFFENDER PAROLE BOARD REPRESENTATIVE

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

Task Statements	
1.	Reviews staff reports, parole placement plans and other relevant documents to prepare for various hearings in accordance with the Administrative Procedures Act and administrative rules and regulations promulgated by the Juvenile Parole Board (JPB) on a daily basis.
2.	Conducts due process review for parolees and youthful offenders in accordance with statutes, regulations and case law by reviewing all information available and case law at all proceedings on a daily basis.
3.	Rules on postponements of hearings for the state, youthful offender and parolees due to circumstances that preclude the hearing from being conducted utilizing applicable statutes, regulations and case law and statues on a daily basis.
4.	Determines legal authority for JPB to take an action by reviewing the hearing documents, case records information, utilizing statutes, regulations and policies, prior to conducting any parole proceeding on a daily basis.
5.	Conducts hearings in accordance with the Administrative Procedures Act and administrative rules and regulations promulgated by the JPB throughout the state in county jails, state prisons, state juvenile facilities, state hospitals and parole offices for youthful offenders and parolees in order to render a decision for the protection of the public on a daily basis.
6.	Sits as unitary Hearing Officer during probable cause, revocation and revocation extension hearings in order to render a decision for the protection of the public in accordance with the Administrative Procedures Act and administrative rules and regulations promulgated by the JPB, California Penal Code and relevant case law throughout the state in county jails, state prisons, state juvenile facilities, state hospitals and parole offices for youthful offenders and parolees on an on going basis.
7.	Maintains order and supervises the conduct of the youthful offender/parolee and intervenes in instances of disruptive behavior during all hearings utilizing laws, rules, regulations, policy and procedures, effective communication skills and appropriate emergency respondent techniques as needed.
8.	Acts as an emergency respondent quelling disturbances or coming to the aid of staff, youthful offenders and parolees and/or a member of the public in their hearing room who are being assaulted utilizing laws, rules, regulations, policy and procedures and effective communication skills and appropriate emergency respondent techniques as needed.
9.	Determines disability and effective communication needs of a youthful offenders and parolees to comply with the Americans with Disabilities Act (ADA), utilizing the hearing documents, information provided by youthful offender, attorney, and/or Department of Juvenile Justice (DJJ) Juvenile Scheduling and Tracking System (JSTS) database prior to all board hearings on a daily basis.

## EDITED TASK LISTING

### CLASSIFICATION: YOUTHFUL OFFENDER PAROLE BOARD REPRESENTATIVE

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

10.	Participates in hearings with the same authority as a Governor appointed commissioner of the JPB in order to render decisions for the protection of the public on a daily basis.
11.	Reviews JPB administrative procedures and regulations to recommend changes utilizing alternative strategies when problems or situations relating to policies or procedures occur.
12.	Represents the JPB in staff, administrative and professional conferences as directed by Executive Director or his/her designee in order to obtain information and represent the interest of the JPB utilizing interpersonal skills, professionalism and knowledge.
13.	Represents the JPB in multi-agency and inter-divisional work groups to assure the Board's interests are considered utilizing subject matter expertise when required.
14.	Cooperates with groups interested in rehabilitation of youthful offenders as directed by Executive Director or his/her designee in order to obtain information and represent the interest of the JPB utilizing interpersonal skills, professionalism and knowledge.
15.	Conducts training of staff in order to develop their skills and knowledge and assists on special projects including development of policy and procedures to further the interest of the JPB as assigned by Executive Officer or his/her designee as needed.
16.	Visits residential drug treatment programs, group homes and other community based programs where parolees reside in order to become familiar with the community services available utilizing interviews with staff, parolees and reviewing program material as needed.
17.	Observes facility treatment and training programs in order to become familiar with the services provided to youthful offenders/parolees by participating in treatment groups as needed.
18.	Determines an initial board classification to the newly committed youthful offender to DJJ utilizing Division of Juvenile Justice/Case Services Section/Summary of Offenses and category as listed in Title 15 as needed.
19.	Participates in annual review hearings for youthful offenders to review their treatment and training and adjustment in order to give input as it applies to readiness to parole utilizing written case file information, statements made by the youthful offender and facility staff as needed.
20.	Conducts non-appearance annual review hearing at Parole Offices for parolees regarding their adjustment in the community utilizing case file information and annual review reports written by Agent of Record (AOR) as needed.
21.	Assess parole agent recommendation utilizing parole report or annual review report in order to modify or confirm prior Board orders of parolee as needed.
22.	Participates in parole suitability hearings for youthful offenders to determine suitability for release on parole utilizing written case file information, treatment and training staff reports, parole placement plans, statements made by treatment staff/victims, applicable laws and interactive interview with youthful offender on a weekly basis.
23.	Renders dispositions following fact finding in parole proceedings to determine appropriate sanctions by considering case factors, public safety and applicable case law when presented with circumstances requiring decisions and outcomes on a weekly basis.

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

## EDITED TASK LISTING

### CLASSIFICATION: YOUTHFUL OFFENDER PAROLE BOARD REPRESENTATIVE

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

24.	Determines whether special conditions of parole are appropriate for youthful offender and parolees to deter future criminal behavior utilizing case factors, case law and public safety in parole proceedings on a daily basis.
25.	Conducts first level appellate hearings in CDCR/DJJ facilities in order to determine validity of Youthful offender disciplinary/treatment time extension and render decision relative to appealed issues utilizing youthful offender's appeal and relevant evidence on an as needed basis.
26.	Performs administrative duties relevant to the JPB as Officer of the Day when directed by the Executive Officer or his/her designee in order to represent the interest of the JPB utilizing interpersonal skills, professionalism and knowledge.
27.	Reviews and decides revocation hearing appeals filed by parolees and/or their attorneys utilizing the Administrative Procedures Act and administrative rules and regulations promulgated by the JPB, California Penal Code and relevant case law as the Officer of the Day on an as needed basis.
28.	Audits Board Orders in order to correct official records utilizing case files, staff reports and hearing tapes on as needed basis.
29.	Conducts parole return to custody assessments (RTCA) for parolees charged with parole violations to determine whether there is probable cause to maintain/place the parole hold and whether there is justification to retain parolee in custody pending final adjudication of the parole violation utilizing revocation packets when presented with a parole violation report by DJJ Parole Operations.
30.	Determines whether a remedial or intermediate sanction is appropriate for all parolees charged with parole violations to comply with case law utilizing case factors and public safety criteria at every step in the parole revocation process on a daily basis.
31.	Conducts parole Return to Custody Assessments (RTCA) for parolees charged with parole violations to determine whether there is probable cause to maintain/place the parole hold and whether there is justification to retain parolee in custody pending final adjudication of the parole violation utilizing revocation packets when presented with a parole violation report by the Division of Juvenile Parole Operations (DJPO) on a weekly basis.
32.	Conducts parole RTCA for parolees charged with parole violations to determine whether there is probable cause on each charge by analyzing information contained in the revocation packets when presented with a parole violation report by DJPO on a weekly basis.
33.	Conducts parole RTCA for parolees charged with violating parole when probable cause is found to determine length of return to custody period if a remedial or intermediate sanction is not appropriate utilizing case factors and public safety criteria when presented with a parole violation report by DJPO on a weekly basis.
34.	Conducts parole RTCA for parolees charged with violating parole when probable cause is not found to dismiss charges and order hold removal utilizing revocation packets when presented with a parole violation report by DJPO on a weekly basis.
35.	Determines whether a remedial or intermediate sanction is appropriate for all parolees charged with parole violations to comply with the case law utilizing case factors and public safety criteria at every step in the parole revocation process on a weekly basis.

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

## EDITED TASK LISTING

### CLASSIFICATION: YOUTHFUL OFFENDER PAROLE BOARD REPRESENTATIVE

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

36.	Conducts Revocation Extension Assessment (REA) for parolees charged with in-custody misconduct to determine whether there is probable cause to proceed with the parole violation process utilizing revocation extension packets when presented with a behavior report by DJJ Institution and Camp Staff.
37.	Documents all decision making by the Board Representative as required by law to create a record for hearing participants and future actions by utilizing a written or electronic format when conducting hearings.
38.	Reviews release packets for parole violators in order to suggest alternative placements and special parole conditions as necessary for public safety on a weekly basis.
39.	Contacts DJJ parole staff when appropriate in order to communicate concerns regarding parolee's pending release utilizing the release packets on a weekly basis.
40.	Conducts Exit Interview to issue parole conditions to parolees being released from revocation return utilizing the release packets on a weekly basis.
41.	Prepares for the Probable Cause Hearing (PCH) by utilizing reports, evidence, documents and the RTCA on a weekly basis.
42.	Conducts PCH for parolees charged with parole violations to determine whether there is probable cause on each charge by analyzing information contained in the revocation packets, applicable statutes and information presented by parolee and attorney on a weekly basis.
43.	Conducts PCH for parolees charged with violating parole when probable cause is found to negotiate a confinement period if a remedial or intermediate sanction is not appropriate utilizing case factors, RTCA and public safety criteria on a weekly basis.
44.	Conducts PCH for parolees charged with violating parole when probable cause is found to negotiate a remedial or intermediate sanction when appropriate utilizing case factors and public safety criteria on a weekly basis.
45.	Conducts PCH for parolees charged with violating parole when probable cause is not found on all charges to dismiss charges and orders parole hold removal utilizing revocation packets and information presented by parolee and attorney on a weekly basis.
46.	Rules on all objections raised by parolee as required by the U.S. Constitution in accordance with applicable statutes, regulations, board policy and case law to adjudicate any outstanding issues raised by the parolee utilizing revocation packets and information presented by parolee and attorney when occurring at PCH or revocation hearings on a weekly basis.
47.	Determines the relevant witnesses in preparation for the revocation hearing using all available information when there is no disposition reached at the PCH on a weekly basis.
48.	Renders decisions and documents probable cause hearing proceedings by utilizing JSTS in order to create a record for hearing participants and for future actions on a weekly basis.
49.	Conducts revocation hearings for parolees charged with parole violations in order to determine whether there is good cause on each charge by analyzing information contained in the revocation packets, information presented by parolee and witness testimony on a weekly basis.

## EDITED TASK LISTING

### CLASSIFICATION: YOUTHFUL OFFENDER PAROLE BOARD REPRESENTATIVE

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

50.	Conducts revocation hearings for parolees charged with violating parole when good cause is found in order to determine a confinement period if a remedial or intermediate sanction is not appropriate utilizing information contained in the revocation packets, JPB policy and procedures, information presented by parolee and witness testimony on a weekly basis.
51.	Conducts revocation hearing for parolees charged with violating parole when good cause is found in order to impose a remedial or intermediate sanction utilizing information contained in the revocation packets, JPB policy and procedures, information presented by parolee and witness testimony on a weekly basis.
52.	Conducts revocation hearing for parolees charged with violating parole when good cause is not found on all charges in order to dismiss charges and orders parole hold removal utilizing information contained in the revocation packets, JPB policy and procedures, information presented by parolee and witness testimony on a weekly basis.
53.	Administers oath to Parole Agent, parolee and all witnesses in order to conduct the revocation hearing utilizing JPB policy and procedures on a weekly basis.
54.	Considers testimony by parolee, witnesses, evidence and information in case files as to mitigation or aggravation in order to determine an appropriate disposition of the case on a weekly basis.
55.	Renders decisions and documents Revocation Hearing proceedings by utilizing JSTS in order to create a record for hearing participants and for future actions on a weekly basis.
56.	Conducts hearings for youthful offenders in order to determine if individual meets statutory criteria under WIC 1800 by utilizing documents and testimony on an as needed basis.
57.	Conducts appearance and nonappearance hearings in order to determine if continued parole supervision is in the best interest of the youthful offender and community to determine category for discharge of commitment offense utilizing case file and DJJ staff reports as needed.