

## DUTY STATEMENT

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA

EFFECTIVE DATE:

CDCR OFFICE OR CLIENT AGENCY

Division of Adult Parole Operations (DAPO) Northern Region

POSITION NUMBER (Agency - Unit - Class - Serial)

UNIT NAME AND CITY LOCATED

Sac North Unit

CLASS TITLE

Parole Agent III, Adult Parole- Unit Supervisor

WORKING DAYS AND WORKIN HOURS

Monday through Friday 8:00 a.m. to 5:00 p.m.

SPECIFIC LOCATION ASSIGNED TO

PROPOSED INCUMBENT (If known)

CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

061-159-9760-400

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

Under the direction of a Parole Administrator I, the Parole Agent III (PAIII) is the field unit supervisor. Manages the day-to-day operation of the unit, supervising staff including a Parole Agent II and several Parole Agents. The unit supervisor monitors and directs the supervision of adult parolees residing in a specifically designated geographical area. The PA III ensures safety equipment is used and procedures are followed. He/she also works with local government and social service agencies to establish reciprocal professional working relationships.

% of time performing duties

Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)***ESSENTIAL FUNCTIONS**

45%

- Supervises all Parole Agents.
- Trains staff, evaluates performance and takes or recommends disciplinary action when necessary.
- Interprets policy and procedures to subordinates, acts as primary labor relations representative for management in interpreting rank and file contract provisions, and informally resolves grievances.
- Monitors work conditions and practices to insure compliance with affirmative action principles.
- Evaluates work performance and potential for promotion of subordinates, and participates on Qualifications appraisal panels and hiring panels.

**CASEWORK PLANNING:**

35%

- Conducts planning conferences with Parole Agents preparatory for arrest, investigations, searches and crisis intervention planning includes consideration of safety and tactical issues, as well as use of appropriate equipment including firearms, restraint equipment, chemical agents, etc.
- Advises agents on arrest/search procedures in cases where there are multi-agencies or large numbers of individuals involved, goes to the scene as tactical commander and participates in debriefing with staff involved.
- Supervises routine use of safety equipment including firearms, chemical agents, soft body armor, restraint equipment and vehicles to assure compliance, and assures safe handling and storage of such equipment assigned to the unit.
- In some locations, will be responsible to ensure compliance of Directors' Rules at the re-entry or work furlough facility and sees that standards for safe housing, adequate feeding and security practices are met.

## DUTY STATEMENT

<b>10%</b>	<b>RESOURCE DEVELOPMENT:</b> <ul style="list-style-type: none"> <li>Develops local facilities and community resources with social service agencies and other governmental agencies, secures the cooperation of persons interested in the rehabilitation and positive social adjustment of parolees, and engages in public speaking before interested groups.</li> <li>Conducts and coordinates liaison and joint operations with local law enforcement agencies.</li> </ul>
<b>10%</b>	<b>ADMINISTRATIVE:</b> <ul style="list-style-type: none"> <li>Functions as office manager; monitors the office lease and services provided thereunder; develops and monitors office procedures to maintain a safe, healthy work environment; controls and monitors evidence and weapons lockers.</li> <li>Functions as administrative officer of the day for the entire region on a rotational basis; provides authorization for arrests, searches and placement of parole holds.</li> <li>Collects and analyzes data on unit performance, parolee performance and paroling authority actions.</li> <li>Responsible for review of all accident reports and injury/illness claims for the unit.</li> </ul>
<b>DESIRABLE QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>Highly motivated individual who enjoys challenges and working in a fast paced, professional environment.</li> <li>Possess excellent work habits and ability to work independently and as a team member.</li> <li>Excellent verbal and written communication skills.</li> <li>Excellent attendance and dependability.</li> <li>Proficient PC skills, especially in Excel and Word, as well as knowledge of VIMO, and SOMS.</li> </ul>	

<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE