

PAROLE AGENT I, ADULT PAROLE
Final Filing Date: June 2, 2017



OPEN

AN EQUAL
EMPLOYMENT
OPPORTUNITY
EMPLOYER

The State of California is an equal opportunity employer to all regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

EXAMINATION BASE

DEPARTMENTAL FOR:

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

HOW TO APPLY

To apply for this examination, all applicants must apply **ONLINE**.

[CLICK HERE TO APPLY](#)

Note: In order to apply for this examination, you will need to have created a CalCareers account on the California Department of Human Resources (CalHR's) website <http://jobs.ca.gov>. If you have not created a profile previously, click on the "Create Your Account" box and then click "Create Account" to set up your profile. Once your profile is set up, you must then return to this bulletin and click on the link above.

Applicants will respond to questions regarding their ability to meet the minimum qualifications. An immediate minimum qualification determination will be made by the on-line system. If an applicant qualifies, he/she will be assigned a time and location to take the test. You are not completely scheduled until you click on the "Schedule" button.

You should print two copies of the Notice to Appear for the written test and bring them along with a photo identification card to the written test site. The Internet Application Process may take at least one hour to complete. Please ensure adequate time for successful completion. If you have any questions about the online process, you will need to contact CalHR at 1-866-844-8671.

To access the study guide, [CLICK HERE](#).

YOU MUST APPLY VIA THE CALHR INTERNET APPLICATION PROCESS. PLEASE **DO NOT** MAIL OR DELIVER A COMPLETED STATE APPLICATION FORM (STD. 678) TO CDCR OR CALHR, AS IT WILL NOT BE ACCEPTED FOR THIS EXAMINATION.

APPLICATION
DEADLINE/
REQUIREMENTS

Applicants must fully complete the on-line sign up process by 5:00 p.m. Pacific Standard Time (PST) on the final filing date of **June 2, 2017**. On-line applications submitted and completed after 5:00 p.m. PST June 2, 2017, will not be accepted for any reason. Any application not submitted and completed using the CalHR Internet Application System will not be accepted for any reason. It is the applicant's responsibility to ensure sufficient time is allowed to submit and complete the on-line application before 5:00 p.m. PST on the final filing date. All applicants that have not submitted and completed the entire on-line application process prior to the final filing deadline will not be accepted.

TEST DATE

The written test date will be **July 22, 2017**.

SALARY RANGE(S)

As of: **April 20, 2017**

Range A: \$5,525 - \$6,623
Range B: \$6,685 - \$8,025
Range J: \$5,801 - \$6,954
Range K: \$7,019 - \$8,426
Range M: \$6,996 - \$8,799

The rate paid beyond \$5,525 is dependent upon time-in-grade, completion of the apprenticeship program, and job performance.

MINIMUM
QUALIFICATIONS

Either I
Experience: One year of experience in supervising a case load of individuals in one or a combination of the following fields:

1. Probation or parole; **or**
2. Social casework or rehabilitation counseling; **or**
3. Medical, psychiatric, or correctional casework involving persons with a criminal offense background.

(Experience in California state service applied toward this requirement must be in a class comparable in level of responsibility to Correctional Program Supervisor I, Youth Correctional Counselor, or Parole Service Associate.)

MINIMUM
QUALIFICATIONS
(CONTINUED)

(Graduate work in sociology, psychology, criminology, correctional science, a recognized school of social work, or other related field may be substituted for the required experience on a year-for-year basis. Applicants substituting education for the entire experience requirement must have completed the equivalent of one academic year in an approved course of study in supervised casework or correctional field work during or supplemental to their graduate work. Graduate students in one of these fields will be admitted to the examination but must produce evidence of completion of one year of graduate work and the required year of supervised casework or correctional field work before they will be considered eligible for appointment.); **and**

Education: Equivalent to graduation from college with a bachelor's degree. Registration as a senior in a recognized institution will admit applicants to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis. Two years of experience in the Parole Service series in addition to that required under the basic experience requirement may be substituted. At least one year must be at the Parole Service Associate level.)

Or II

Experience: Two years of experience in one or a combination of the following:

1. Supervising inmates in an adult correctional institution where duties included care, custody, and treatment. (Experience in California state service applied toward this pattern must be in a class comparable in level of responsibility to Correctional Officer.); **or**
2. Investigating crimes or complaints in a law enforcement agency with duties which include interviewing persons concerned and writing reports on cases. (Experience as a patrol officer or traffic officer is not qualifying.); **and**

Education: Equivalent to graduation from college. Registration as a senior in a recognized institution will admit applicants to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis.)

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Special Personal Characteristics: Demonstrated interest and enthusiasm for working with parolees/releasees; ability to inspire the respect and confidence of community agencies, law enforcement personnel, adult parolees/releasees and their relatives and friends; willingness to travel throughout the State and to perform work requiring irregular hours; tact; emotional stability; normal or corrected to normal hearing, not less than 15/15 acuity; physical ability to effectively carry out duties and responsibilities of the position.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
 1. Principles, techniques, and trends in parole and correctional casework
 2. Methods used and problems involved in the supervision and rehabilitation of parolees/releasees
 3. Laws pertaining to prisons, probation, and adult paroling authorities
 4. Principles and methods of making investigations and obtaining evidence
 5. Laws of arrest, rules of evidence, and court procedure
 6. Organizations, facilities, and services of public and private welfare and employment agencies available to parolees/releasees
 7. Functions and procedures of State, county, and municipal law enforcement agencies
 8. Employment conditions and opportunities in California and of facilities available for instruction, training, and placement of parolees/releasees
 9. Firearms policies and handling of safety equipment
 10. Vocational and educational counseling
- B. **Ability to:**
 1. Analyze situations accurately and adopt an effective course of action
 2. Write correspondence
 3. Prepare comprehensive and accurate casework reports
 4. Communicate effectively both verbally and in writing

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for this classification is available on the CDCR website at: http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Analysis/index.html

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR.

The list will be abolished **12** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)

A **Parole Agent I, Adult Parole**, supervises parolees/releasees; works with parolees’/releasees’ friends and relatives, community service agencies, and law enforcement agencies; arranges for services for parolees/releasees who have identified needs in such areas as employment, housing, medical care, counseling, education, and social activities; arranges for and verifies release programs for about-to-be released adult offenders; may participate in the screening of cases for placement in a community correctional facility; conducts investigations when parole violation or criminal behavior is alleged which includes interviewing, surveillance, and search and seizure; apprehends and arrests parolees/releasees who are suspected of involvement in criminal activities or violation of parole; testifies in administrative hearings and judicial proceedings; provides information to other community agencies regarding specific parolees/releasees or the policy and procedures of the California Department of Corrections and Rehabilitation; participates in the assessment of parolees’/releasees’ risk to the community and the type of services required; makes recommendations to administrative paroling authority regarding case dispositions; and prepares various types of reports and correspondence.

Positions exist statewide with the Department of Corrections and Rehabilitation.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate check box in the on-line application process. You will be contacted to make specific arrangements. If you need further assistance, please contact (916) 324-9558.

VETERANS’ PREFERENCE/ CAREER CREDITS

Veterans’ Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans’ Preference. Career credits will not be granted in this examination.

SPECIAL REQUIREMENTS

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

Felony Disqualification: Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.

In completing the Criminal Record Supplemental Questionnaire, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

(1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or

(2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or

(3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) and the Criminal Record Supplemental Questionnaire which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application and the Criminal Record Supplemental Questionnaire.

Age Limitation - minimum age for appointment: 21 years. (Applicants must state their birth date on the Examination Application.)

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for CDCR’s employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

SPECIAL REQUIREMENTS (CONTINUED)	<p>Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.</p> <p>Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.</p> <p>High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.</p>
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GENERAL INFORMATION

It is the It is the candidate’s responsibility to print a copy of their “Notice to Appear” and bring it to the test site on the day they are scheduled to take the examination that is on their notice to appear.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Veterans’ Preference: California law allows the granting of Veterans’ Preference in any Open examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans’ Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans’ Preference; 2) Veterans’ Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans’ Preference are available at the CalHR’s website by clicking on the following link: <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at www.calvet.ca.gov/veteran-services-benefits/employment.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS