Board of Prison Terms
Job Opportunity

Board Coordinating Parole Agent
(One Position Available in Bay Area)
(Limited Term)
Field Operations

Duties:

Under the direction of the Chief Deputy Administrator, the Board Coordinating Parole Agent (BCPA) shall perform highly technical and specialized duties in accordance with the parole revocation process, revocation extension process, mentally disordered offender hearings, sexually violent predator hearings, Penal Code 3063.1 referrals, and conduct other related duties as required. The BCPA will coordinate or facilitate these processes or hearings with the Board of Prison Terms (BPT), California Department of Corrections (CDC), Department of Mental Health (DMH), county law enforcement agencies, county jails, county substance abuse treatment agencies, or any other agency or persons as required, to ensure compliance with the Americans with the Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Due Process Clause of the Fourteenth Amendment, and Penal Code section 3063.1-Drug Treatment Act. Positions in this class are peace officer, non-supervisory. Incumbents are armed as a condition of employment and are required to meet and maintain all requirements mandated by the California Commission on Correctional Peace Officers' Standards and Training. Incumbents must be willing to incur some overnight travel to meet the needs of the Board of Prison Terms.

Conducts face-to-face reviews with inmates/parolees participating in parole proceedings and does the following: ensures they have been fully advised of the Americans with Disabilities Act (ADA) and its protections against discrimination of persons with disabilities; ensures persons with disabilities have been appropriately identified and the need for accommodation has been correctly documented; ensures effective communication of the parolee's/inmate's rights as they pertain to hearings, due process, attorney representation, and witnesses. Will assist parolees/inmates in the preparation of their outline for their defense and in the selection of witnesses required.

Prioritizes cases to assist in meeting the hold-to-hearing mandates; plans the most efficient method of serving the cases in a timely manner; serves BPT special conditions for drug treatment on parolees and conducts screening assessments; establishes and maintains positive relationships with law enforcement, allied agencies, the legal community, CDC, DMH and local detention facility staff; prepares all necessary reports and completes any other duty as required.

Desirable Qualifications:

Flexible and independent worker, strong working knowledge of the revocation process and due process rights, sensitivity to persons with disabilities, good computer skills, good communication skills, ability and willingness to travel overnight as workload dictates, ability to exercise good judgement and work as a team member.

Who Should Apply:

Individuals currently at the level of BCPA. Lateral transfers will be considered from candidates currently at the Parole Agent III or equivalent peace officer classification.

Salary:

$5,477.00 - $6,989.00

How to Apply:

Submit a standard state application and resume to:

Board of Prison Terms, E-18
1515 K Street, Suite 600
Sacramento, CA 95814
Attn: **Shana Groff**
(916) 322-2808

Final Filing Date:

2/15/02
Applications will be screened, and the most qualified applicants will be scheduled for an interview.

5/01