Part 1: Respond to the two items below, separately.

     Explain how your experience, training, and education relate to the duty statement and provide two examples of how your past and/or current duties relate to the duties contained in the duty statement.

Past two prominent projects have included task of managing a team of people involving different trades and professions. Planning out task on a daily and weekly basis while also figuring out what materials would be needed and general cost. Systems used for organization are Trello and Xero.

Summary: Under the general direction of the Chief Deputy, Program Operations and the Chief Deputy, Field Operations, the Associate Governmental Program Analyst (AGPA) will assist in the operations of the Board of Parole Hearings (BPH); performs the more complex research on a variety of complex issues, including court orders and mandates that affect the BPH and California Department of Corrections and Rehabilitation (CDCR); assists in the analysis of policy and regulation changes, and drafting concise, clear, and effective policy and regulatory language affecting the BPH, and provides administrative support to the Chiefs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING (other duties may be assigned):**

35% Provides assistance and prepares the more complex special project reports as requested by Management, i.e., statistical reports, progress reports, audits, position papers, policies and procedures, etc. Represents the Chief Deputies on issues having inter-Divisional impact and in meetings with departmental staff and others on designated policy and program issues and negotiates resolution of these issues within the Department.

30%

Prepares issue memorandums advising the Chief Deputies and Executive Officer on the impact of the changes which need to be coordinated on an inter-Divisional, Department-wide, regional, or statewide basis; makes recommendations and prepares change management bulletins, advisories, and/or the Department Operations Manual (DOM) relative to policies and procedures; prepares proposals for legislation and rule changes to enhance/augment the process and, develops issue memorandums and other documents recommending revisions and enhancements in response to operational needs, management concerns, legislation, court cases, and other decisions which impact operations.

25% Facilitates communications between the Chief Deputies, State and Federal Court Personnel, Legislature, the BPH and CDCR Managers, Supervisors, and field staff regarding BPH issues and cost effective utilization of resources; researches, analyzes and prepares issue memorandums, reports and other material related to issues of particular regional or statewide sensitivity or of an administrative or general programmatic nature; assists in reviewing and summarizing discussion papers and reports prepared by Division and other departmental staff in order to

assist the Chief Deputies in resolving operation, policy, and programmatic issues; and provides assistance in establishing administrative support policies, procedures and systems.

10% Prepares correspondence, evaluates departmental assignments and other inquiries. Coordinates and attends meetings with departmental staff relative to preparation of completed staff work in response to assignments from the Chief Deputies, Executive Officer, the Secretary and/or Undersecretary of CDCR, and the Governor's Office.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:** None noted.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Part 2:

Research and answer the following questions found in the California Penal Code:

How many days before the Board of Parole Hearings meets to review or consider the parole suitability of an inmate sentenced to a life sentence, does the board need to send written notice to the stakeholders?

a.   What is the number of days?

b.   What is the Penal Code Section?

c.   Identify the persons that must be noticed.