

TO: BSCC Chair and Members

DATE: April 9, 2015

**SUBJECT: Update on Standards and Training for Corrections
Division Local Correctional Selection and Training
Standards Project, including Job Analysis Findings:
Information Only.**

AGENDA ITEM: H-1

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INFORMATION: X

Summary:

This agenda item provides a summary of the findings of a recently completed job analysis of the Adult Corrections Officer (ACO), Juvenile Corrections Officer (JCO), and Probation Officer (PO) classifications and a study of how those jobs have changed over time and as a result of realignment.

Background:

Pursuant to Article 2, Section 6035 of the Penal Code and Title 15, Sections 100-355 of the California Code of Regulations, the Board of State and Community Corrections (BSCC) is responsible for the development and implementation of selection and training standards for personnel employed in local corrections agencies. The Standards and Training for Corrections (STC) Division has carried out these responsibilities on the Board's behalf since 1980.

In August 2013, the STC Division began working on the Local Selection and Training Standards (LSATS) project, which includes the following activities:

Phase 1 - Research

- **Job Analysis** – An analysis of the Adult Corrections Officer, Juvenile Corrections Officer and Probation Officer jobs. The analysis defines the tasks that are performed by these positions and the knowledge, skills and abilities that are necessary for successful job performance. The job analysis will serve as the foundation for updating selection and training standards.
- **Study of How the Jobs Have Changed** – This study focuses on how the ACO, JCO and PO jobs have changed over time and potentially as a result of Public Safety Realignment. This study provides the ability to identify the gaps in the current core and annual training programs.
- **Agency-Specific Job Analysis Results** – Each agency that participated in the Job Analysis Questionnaire process will receive a report that compares its agency's responses with the statewide findings. They can use it to identify differences and similarities and potential agency-specific training needs.

Phase 2 – Standards Revision

- **Updated Training Standards** – The training standards for the ACO, JCO and PO classifications, correctional supervisors and correctional managers will be revised to address the training needs identified by the job analysis.

- **Updated Selection Examination** – The selection standards for the ACO, JCO and PO classifications will be revised in accordance with the job analysis results, including the development of a single exam for the three classifications.

The STC Division has completed Phase 1 of the LSATS project. This information item provides a review of the findings of Phase 1 and overview of Phase 2.

Recommendation/Action Needed:

1. None. This is an information item only.

Attachments:

None.