

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-229-9768-004		MCR / HCR 1
DIVISION / UNIT Religion Community Partnership Resources – Religious Services		CLASSIFICATION TITLE Muslim Chaplain		
		WORKING TITLE Muslim Chaplain		
		TIME BASE / TENURE	CBID R19	WWG E
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 8/1/2024	INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.				
DIVISION OVERVIEW				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS				
<p>Under direction, to provide spiritual and moral guidance to State institution residents, to conduct Islamic religious services and instructions; and to do other related work. In the Islamic faith, it is understood that a female appointed to this classification can only provide services to female residents; whereas a male appointed to this classification can provide services to both female and male residents.</p> <p>Interviews and counsels mental patients, juvenile or adult offenders, or Veterans Home Members on ethical and moral problems and spiritual matters; presides at Jumah Prayer Services, Eids and Taiwah, Ramadan and other Islamic days of religious observance, and conducts other Islamic services as needed by the residents; organizes and instructs classes in Islamic religion and ethics; cooperates with other staff members in carrying out the institution treatment program; supervises the arranging of programs conducted in the institution by visiting religious and allied groups; assists in problems involving welfare agencies where family help is needed; visits the sick; works with residents in their group and club activities; counsels with families on problems involved in rehabilitation; explains and interprets the institution's religious program to community groups; serves, when designated, as a member of or consultant to the institution Classification Committee.</p>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS				
Under the direction of the Community Resources Manager (CRM), the Muslim Chaplain interviews and counsels incarcerated individuals on ethical and moral problems and spiritual matters; prepares and conducts religious services and administers religious rites; organizes and instructs classes in religious and sacred music; supervises the arranging of programs conducted in the institution by visiting religious and allied groups; counsels with incarcerated individuals regarding family problems; serves when designated, as a group member of, or consultant to, classification committees; works with incarcerated individuals groups and activities; supervises incarcerated individual clerks; performs security searches..				
% 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.			
35%	Prepare and conduct religious services and administer religious rites. Organize and instruct classes in religious ethics and sacred music.			

030-231-1139-804

25%	Interview and counsel incarcerated individuals on spiritual matters, ethical, moral, and family problems; including providing death notifications and providing counseling specifically related to that issue.
25%	Provide supervision, on-the-job training, and work performance evaluation of chapel clerks and chapel porters. Supervise and keep time for two (2) incarcerated individual clerks. Prepare incarcerated individual timecards
10%	Prepare and arrange programs conducted in the institution by visiting religious and allied groups. Recruit and train community volunteers to assist with religious programs. Prepare annual evaluations on religious volunteers. Request volunteer identification cards and monitor access to the institution. Prepare communication with various groups or individuals in matters of religious importance.
05%	Attend a combination of 40 hours In-Service Training/On-the-Job Training annually. Serve as a consultant to classification committees when designated.

SPECIAL REQUIREMENTS	
<ul style="list-style-type: none"> CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated population, visitors, nonemployees and employees shall be made aware of this. 	

CONSEQUENCE OF ERROR	
<ul style="list-style-type: none"> Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department. 	

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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