

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA CORRECTIONAL INSTITUTION		POSITION NUMBER (Agency-Unit-Class-Serial) 054-222-9901-003		MCR / HCR 1	
DIVISION / UNIT ADULT INSTITUTIONS/HIGH SECURITY MALES		CLASSIFICATION TITLE CORRECTIONAL COUNSELOR-II SPECIALIST			
		WORKING TITLE Assistant Classification and Parole Representative			
		TIME BASE / TENURE Full Time/ Limited Term	CBID R06	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		INCUMBENT			EFFECTIVE DATE 08/02/2022
LOCATION TEHACHAPI					
CDCR'S 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.					
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.					
CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
The High Security Mission (Males) provides safe and secure housing for the most violent and dangerous male offenders, while:					
<ol style="list-style-type: none"> 1. Providing opportunities for these inmates to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and 2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs. 					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
Under the general direction of the Classification and Parole Representative (C&PR), the CC-II (Specialist) will assist the C&PR in overseeing all classification processes in Facilities C, D & E. This position will assume the duties of the C&PR in the absence of the C&PR, including the following duties:					
% 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.				
	ESSENTIAL FUNCTIONS Duties: <ol style="list-style-type: none"> 1. Acts as a liaison between the institution, the Board of Prison Hearings (BPH), Parole and Community Services Division (P&CSD) and Departmental Headquarters. 2. Assists with the coordination of special transfer/program reviews by the CSR as required by Administrative Staff to meet institutional bed space needs. 3. Assists in the coordination of classification operations by serving as a liaison with the Classification Services Representative (CSR). 4. Ensures that Classification procedures, policies and goals are implemented. 5. Provides expertise to Records and Counseling staff. 6. Serves on Classification Committees. (Recorder for ICC). 				

7. Approves inter facility transfers.
8. Reviews confidential material for placement in C-file confidential folders.
9. Audits Classification and Records functions.
10. Controls intake and departure of inmate population in Facilities C, D & E Completes all Institutional Population Reports and forwards to Headquarters.
11. Acts as the Victim Services Representative for BPH, as needed .
12. Updates and monitors the tracking sheets for inmates in the DDP, DPP, and EOP programs. Tracks and ensures the timely processing of inmates who have special medical needs (special diets, COCCI restricted, high risk medical).

SPECIFIC RESPONSIBILITIES:

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| 10% | Completes the Facility C, D, E tracking portion of the monthly COMPSTAT by the twelfth of each month. |
| 10% | Asst. C&PR shall utilize tracking/status sheets as well as the Strategic Offender Management System (SOMS) Reports and prepares an Inter-facility Transfer memo daily for transfers. |
| 10% | Participates as a member (Recorder) of Institution Classification Committee as needed. Will participate as a member of ICC upon the absence of the C&PR. Reviews CDCR 128G's in accordance with departmental and institutional policy and procedures. |
| 10% | Assumes the duties of the C&PR in the absence of the C&PR. This includes when the C&PR is away from the institution or not reasonably available in the unit where the need exists. |
| 10% | Completes the Institutional Population Report by Friday each week and forwards to Population Management in Headquarters. |
| 10% | Receives the Institutional Send and Intake reports weekly from Pop Management. Upon receipt, completes the Pick-up and Delivery Memorandum and forwards to Institutional staff. Completes the Institutional Bus Seat Request Report and forwards to Statewide Transportation every Friday. |
| 10% | Assists the C&PR in conducting semi-annual Classification Audits in Facilities C, D & E. Identifies and corrects discrepancies in the following areas: Transfer Criteria, BPH, Annual Classification, Compliance with Endorsements, Processing of CDC 840's, Administrative Segregation Procedures, CDC 611/Parole Packets, Institution Classification Committee and SOMS reviews. |
| 5% | Serves as Liaison between CCI and other units, including communication with Headquarters concerning Classification and Transportation issues. Communicates with P&CSD concerning both intra state and interstate parole issues. |
| 5% | Answers verbal and written communications from the public, headquarters and other institutions regarding inmate and classification issues. This also includes responding to BPH and P&CSD inquiries. |
| 5% | Coordinates courtesy paroles for inmates as well as coordinates the transportation of crisis bed and court inmates for facilities C, D & E. |
| 5% | Tracks and ensures the timely processing of inmates who have special medical needs (special diets, COCCI restricted, high risk medical). |
| 5% | Assists the C&PR in maintaining liaison with the Board of Prison Hearings (BPH). Assists with coordination with the BPH scheduling unit and Record's Office BPH staff relative to the scheduling of Documentation, Initial, Subsequent, Process and Rescission hearings. Assists in the arrangement of gate clearances for inmate attorneys requesting central file reviews. Ensures staff adherence to BPH administrative directives and policies. Assists in the resolution of problematic BPH issues. |

5%

Assists the C&PR in maintaining communication and liaison with the Classification Services Unit (CSU), Parole and Community Services Division, other government agencies and the general public relative to inmate release dates and transportation issues. Assists in the review, coordination and quality control of all pre-release functions necessary to prepare an inmate for parole, i.e. reviewing/signing the Wardens Check Out, Transfer Release Orders, and Detainers/Holds. Coordinates medical and mental health transports upon parole. Approves confidential material for placement in C-file confidential folders.

MARGINAL FUNCTIONS

Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

Knowledge and Abilities:

Knowledge of: Principles and procedures of inmate classification, assignment, and transfer in correctional institutions; principles and practices of counseling and guidance; causes of crime and delinquency; casework theory and practice and the principles of individual and group behavior; purposes, activities, regulations, and functions of the California Department of Corrections and the Board of Prison Hearings; educational, psychological and vocational tests used in counseling and placement work and interpreting test results; principles and practices of vocational guidance and occupational placement; principles of verbal and written expression; correctional casework procedures; an understanding of the range of normal and abnormal human behavior; the policies and procedures of custody; methods used and problems involved in the supervision and adjustment of inmates; the various prison gangs, gang behavior, and the threat of gang action in an institutional setting; group processes and dynamics, including various roles played by group participants and different types of questions or modes of inquiry which can be used in group settings; training methods and planning and conducting in-service training programs.

Ability to: Apply the principles and practices of counseling and guidance; interpret test results; evaluate sociological, psychological, psychiatric, and vocational findings and make recommendations; coordinate the work of professional and technical employees in inmate guidance and classification work; secure accurate social data and record such data systematically; speak and write effectively; command the respect and trust of inmates and staff; organize and prioritize work; meet deadlines; deal tactfully/diplomatically with sensitive issues; evaluate situations accurately and take effective action; deal effectively with a high volume of work; work under pressure; respond effectively to emergency situations; work independently; control an interview with an inmate; interpret institutional/departmental policies, rules and regulations; adjust to changes in assignments; work with a team of people from a variety of occupations and professional disciplines; motivate an inmate toward specific goals; recognize and handle dangerous situations for inmates and staff.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Either I: One year of experience in the California state service performing correctional casework duties at a level of responsibility equivalent to Correctional Counselor I. Or II: In a California state adult correctional institution either: 1. One year performing the duties of Correctional Program Supervisor III; or 2. Two years performing the duties of a Correctional Program Supervisor II. and Education: Equivalent to graduation from a recognized four-year college. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis.) Or III: Experience: Two years of experience in collecting, evaluating, and interpreting social, behavioral, and vocational data for purposes of counseling and promoting individual adjustment. This experience must have been gained in one or a combination of the following fields: probation, parole, or correctional casework. (Completion of one year of graduate training in a recognized school in a field of social work, clinical psychology, criminology, or sociology, administration of justice, correctional science, criminal justice, psychology, or other related behavioral science field may be substituted for one year of the required experience.) and Education: Equivalent to graduation from a recognized four-year college. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis.) (In appraising experience, more weight will be given to the

breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibility than to the length of his/her experience.)

LANGUAGE SKILLS: Ability to speak and write effectively.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply the principles and practices of counseling and guidance; interpret test results; evaluate sociological, psychological, psychiatric, and vocational findings and make recommendations; coordinate the work of professional and technical employees in inmate guidance and classification work; secure accurate social data and record such data systematically; organize and prioritize work; evaluate situations accurately and take effective action; respond effectively to emergency situations; interpret institutional/departmental policies, rules and regulations; recognize and handle dangerous situations for inmates and staff.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

OTHER SKILLS AND ABILITIES: Knowledge of principles and procedures of inmate classification, assignment, and transfer in correctional institutions; principles and practices of counseling and guidance; causes of crime and delinquency; casework theory and practice and the principles of individual and group behavior; purposes, activities, regulations, and functions of the California Department of Corrections and the Board of Prison Terms; educational, psychological and vocational tests used in counseling and placement work and interpreting test results; principles and practices of vocational guidance and occupational placement; principles of verbal and written expression; correctional casework procedures; an understanding of the range of normal and abnormal human behavior; the policies and procedures of custody; methods used and problems involved in the supervision and adjustment of inmates; the various prison gangs, gang behavior, and the threat of gang action in an institutional setting; group processes and dynamics, including various roles played by group participants and different types of questions or modes of inquiry which can be used in group settings; training methods and planning and conducting in-service training programs.

Command the respect and trust of inmates and staff; meet deadlines; deal tactfully/diplomatically with sensitive issues; deal effectively with a high volume of work; work under pressure; work independently; control an interview with an inmate; adjust to changes in assignments; work with a team of people from a variety of occupations and professional disciplines; motivate an inmate toward specific goals; and maintain regular attendance and be punctual.

Perform peace officer duties which include maintaining order and supervising the conduct of inmates, protecting and maintaining the safety of persons and property, inspecting premises and searching inmates for contraband, and replacing and/or assisting custodial staff during emergency situations, such as fights, attempted escapes, or major incidents, such as riots.

SPECIAL PERSONAL CHARACTERISTICS: Capacity for assuming a progressively greater responsibility as evidenced by recent employment history; neat personal appearance; adaptability; emotional maturity and stability; tact; patience; willingness to work irregular hours; satisfactory record as a law abiding citizen; normal or corrected to normal hearing; sound physical condition; strength, endurance, and agility; willingness to report for duty at any time due to an emergency crisis.

OTHER QUALIFICATIONS:

Background Investigation: Successful passing of a thorough background investigation.

Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to positions in this class.

Weapons Prohibition: No prohibition from State or Federal law from possessing, using or having in his/her custody or control any firearm device, or other weapon or device authorized for use by the California Department of Corrections.

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 class.

Citizenship Requirement: United States citizen or a permanent resident alien who is eligible and has applied for United States citizenship.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Occasionally - while standing at file room counter top to review pulled files.

Walking: Occasionally - when the shuttle bus is not running, will walk approximately one-half mile from the Administration building to the facility counselors' office in the morning and back at the end of the work day while pushing an industrial hand truck with three to four full file boxes.

Sitting: Frequently - while reviewing and researching files, preparing correspondence, and interviewing inmates.

Lifting: Occasionally - lifts boxes of files which weigh from 25-30 pounds each. Boxes are placed on a hand truck to transport them to the facility counselors' office and back.

Carrying: Occasionally - file boxes are carried approximately three feet from the hand truck to a desk and back.

Bending/Stooping: Occasionally - to retrieve files from lower shelves in file rooms.

Reaching in Front of Body: Occasionally - to retrieve files from shelves in file rooms.

Reaching Overhead: Occasionally - to retrieve files from upper shelves in file rooms.

Climbing: N/A

Balancing: N/A

Pushing/Pulling: Occasionally - will need to push and pull hand truck to get from file room in the administration building to the facility counselors' office. Will also need to pull the hand truck loaded with files in boxes up the shuttle steps.

Crouching/Kneeling: N/A

Crawling: N/A

Fine Finger Dexterity: Constantly - uses fingers while working with the files, writing reports, and answering the telephone.

Hand/Wrist Movement: Occasionally - while pulling/replacing files in boxes and writing reports.

Driving Cars/Trucks/Forklift Other Moving Equipment: N/A

Hearing: Required to interview inmates, and answer phone calls.

Speech: Required to interview inmates, dictate reports, and to talk to staff.

Sight: Necessary to perform the duties.

Taste: N/A

Smell: Necessary to detect the use of contraband substances (marijuana and alcohol) by inmates.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly: Involves 2/3 or more of workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Temperatures Extremes: Depending upon the season, exposure to temperatures ranging between 32°F and 110°F may be experienced while waiting for the shuttle or, lacking that, walking to facilities or Administration Building.

Architectural Barriers: Rarely - employee is expected to climb stairs when elevators are not working.

Working Surfaces: Employee works on a linoleum-covered floor.

Noise and Vibration: Exposed to noises made by inmates in the facility.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Hand truck, Dictaphone, telephone, photocopier, shredder, fax machine, and personal computer.

COMMENTS: Work hours are 0630-1430 Monday through Friday.

Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position and through observation of duties as they are currently performed.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

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

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