

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Ironwood State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 444-222-9902-002		MCR / HCR	
DIVISION / UNIT Division of Adult Institutions / Facility Operations		CLASSIFICATION TITLE Correctional Counselor III			
		WORKING TITLE Classification & Parole Representative			
		TIME BASE / TENURE PFT	CBID S06	WWG E	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION Blythe, California		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					
Facility Operations Division is committed to ensuring the operation of safe and secure institutional settings, for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions.					
GENERAL STATEMENT					
The Classification and Parole Representative (C&PR), under the direction of the Correctional Administrator (Business Services), plans, organizes and directs the total Institutional Classification process; coordinates and manages the Records Office operation on behalf of the Warden. Instructs and assists with In-Service Training (IST) programs; evaluates staff performance and takes or recommends appropriate action. Assigns and reviews cases, provides assistance to Program staff on difficult case problems; serves as Resource Consultant to the Administrative Segregation Unit (ASU) Correctional Counselor II. Monitors the compilation of case records to ensure that policy and procedures are followed. Follows up on specific classification recommendations; develops effective casework procedures; coordinates work with Department and Institution with law enforcement agencies, interested public and private agencies. Coordinates hearings for the Board of Prison Hearings (BPH); coordinates releases with Parole and Community Services Division (P&CSD) and work furlough placements. Performs the duties as the Recorder for Institutional Classification Committee (ICC) cases. The Classification & Parole Representative is the coordinator for the Victim Offender Dialogue (VOD) and Sexual Habitual Offender and Mentally Disturbed Offender Programs. Tracks Armstrong and Clark cases for Ironwood State Prison (ISP).					
% 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.			
20%		Plans, organizes and directs the Institutional Classification process, ensures the quality of classification chronos; effects staff adherence to classification, policies, procedures, and goals; provides on-going training for counseling staff; acts as liaison between the institution and classification services; provides assistance to program staff on difficult case problems; monitors referrals to the Classification Services Representative (CSR) for appropriateness; assists the CSR for intra-family transfers and transfers for immigration purposes. Ensures compliance with Foreign Prisoner Transfer Treaty Program (FPTTP) and submit monthly FPTTP reports.			
15%		Serves as Re-entry Coordinator for the institution; coordinates release operation by monitoring paroles, out-to-court cases, temporary community releases, and work furlough placements; ensures the quality of Release Program Studies; provides liaison between the institution and P&CSD/PRCS; closely monitors and reviews all Holds/Warrants/Detainers process; reviews and signs Warden's Check-Out Orders (CDC-161).			

15%	Serves as liaison with the BPT; coordinates parole hearings (scheduling inmate's attorneys, district attorneys, next-of-kin of victims) and assists Board members during hearings as required; ensures timely preparation and quality of Board Reports; assists with staff training in the preparation of pertinent reports; ensures service of pertinent documents to inmates within time constraints as provided by law. Coordinates the Board Coordinating Parole Agent's visits, attends BPH Initial, Subsequent Parole Consideration Hearings and Recession Hearings. Serves as the Victim Service Representative (VSR) and ensures compliance with Department Operations Manual, Chapter 6, Section 62090.6.4, "Board of Parole Hearings," & Section 62090.6.4.1, "Victim, Next of Kin, Or Victim Representative."
15%	Coordination and direction of the Records Office operation; directs supervision of the Correctional Case Records Manager (CCRM); evaluates staff performance and takes or recommends appropriate action; monitors the compilation of case records to determine that policy and appropriate procedures as followed.
15%	Coordinates special projects as assigned by the Correctional Administrator/Central Operations, the Chief Deputy Warden and the Warden; completes, other duties/assignments as required; researches case histories/special issues and prepares written reports; responds to telephonic or written inquiries concerning inmates, institutional programs, transfers and classification; coordinates with the Chief Medical Officer (CMO) transfers for special medical needs, especially Heat Risk transfers, DPP and DDP tracking and transfers, provides liaison with the Department of Mental Health (coordination of special reviews, etc.); redirects and monitors transportation scheduling for inmate transfers; prepares weekly bed space availability status reports, including CDCR Population Report and Bus Seat request; complete the monthly Institutional Hearing Program reports; reviews referrals to the Department Review Board for completeness and accuracy; maintains a tracking system for Department Review Board referrals and responses; ensure that Department Review Board action and/or recommendations are followed through by program and/or records staff. Tracks and coordinates the materials for the Sexual Habitual Offender Program for ISP, per Penal Code 13885.
10%	Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
5%	Participates in regularly scheduled meetings of the ICC for ASU placement and Institutional Classification Committee (ICC) for General Population and Minimum Support Facility reviews, functions as a member/recorder; ensures that program staff follow through on committee recommendations/directions/instructions.
5%	Perform administrative duties including, but not limited to adhering 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.

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.

CONSEQUENCE OF ERROR

- 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

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

