

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) 030-229-9912-001		MCR / HCR 1
DIVISION / UNIT Warden-Administrative Services Division of Community Partnerships		CLASSIFICATION TITLE Native American Spiritual Leader		
		WORKING TITLE Native American Spiritual Leader		
		TIME BASE / TENURE R19	CBID E	WWG E
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 1/1/2025	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 Under direction, to give spiritual and moral guidance to State institution residents; to conduct Native American Spiritual Leader services and instruction; and to do other related work. Interviews and counsels mental patients, developmentally disabled residents, juvenile or adult offenders, or Veteran's Home members on ethical and moral problems and spiritual matters; presides at Native American holiday services, and conducts other Native American rituals as needed by institution residents; organizes and instructs classes in Native American religion, ethics, and sacred music; 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; and serves, when designated, as a member of or consultant to the institution classification committee.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Community Resources Manager (CRM), the Native American Spiritual Leader interviews and counsels inmates 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 inmate regarding family problems; serves when designated, as a group member of, or consultant to, classification committees; works with inmate groups and activities; supervises inmate 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.			

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25%	Interview and counsel inmates 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 incarcerated chapel clerks and incarcerated chapel porters. Supervise and keep time for two (2) incarcerated clerks. Prepare incarcerated clerks' 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

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, non-employees, 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 timeline 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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