

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**
**POSITION DUTY STATEMENT**
 PROPOSED

 CURRENT

<b>CDCR INSTITUTION OR HEADQUARTERS PROGRAM</b> California State Prison, Sacramento		<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b> 284-222-9901-xxx			
<b>DIVISION / UNIT</b>  C Facility Classification/Records		<b>CLASSIFICATION TITLE</b> Correctional Counselor II (Specialist)			
		<b>WORKING TITLE</b> Assistant C&PR			
		<b>TIME BASE / TENURE</b> FT/P	<b>CBID</b> R06	<b>WWG</b> 2	<b>COI</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>LOCATION</b> Represa, CA 95761		<b>INCUMBENT</b>		<b>EFFECTIVE DATE</b>	
<b>CDCR'S MISSION and VISION</b>					
<p><b>Mission</b> To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
<b>CALIFORNIA MODEL</b>					
<p>California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.</p>					
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>					
<p>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.</p> <p>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.</p>					
<b>DIVISION OVERVIEW</b>					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
<b>GENERAL STATEMENT</b>					
<p>This position plays a significant role in providing services to incarcerated patients in the Medical Health Services Delivery System. As a reminder, regularly assigned staff working in incarcerated patients that have been identified with mental health concerns should utilize their knowledge, skills and training. Your role in collaboration between custody, nursing and mental health staff in assisting with interventions and strategies to work with the mental health population is critical to the success of the program. Under the general direction of the Classification and Parole Representative (C&amp;PR), Correctional Counselor III, the Correctional Counselor II in the position of Assistant Classification and Parole Representative performs the following.</p>					
<b>% of time performing duties</b>	<b>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.</b>				
25%	Monitors, coordinates, schedules evaluations, tracks evaluator results, prepares, and records information for the incarcerated people with a Mentally Disordered Offender (OMHD) Program (formally known as Mentally Disordered Offender (MDO)). Prepare and record the appropriate information in Strategic Offender Management System (SOMS) and Board's Information Technology System (BITS). Makes appropriate referral to				

	the Department of State Hospital (DSH) and/or Board of Prison Hearings (BPH). Coordinate with the Atascadero State Hospital (ASH) to provide relevant information when an incarcerated person has been found OMHD positive pursuant to Penal Code (PC 2962) by BPH for placement in ASH as a special condition of parole. Ensure the inmate is notified and served his rights package upon notification from BPH via BPH 1400 Certification Review that he will be required to parole to an approved DSH facility upon release. Notifies appropriate record staff and coordinate transportation to ASH upon parole.
15%	Reviews and authorize Temporary Removal Orders (TRO's) for Warden's Check out Orders (WCO) for incarcerated people going Out to Court (OTC). Provides final signature authorization for the WCO for incarcerated people paroling from the institution when acting as C&PR. Reviews incoming request for High Control Parole and Courtesy Parole received from Re-entry Coordinators and Classification and Parole Representatives. Track the arrival notify records Parole Unit staff of departures of these inmates.
10%	Monitors, schedules evaluations, tracks evaluator results, prepares and records information for the Sexually Violent Predator (SVP) Program. Prepare and record the appropriate information in Strategic Offender Management System (SOMS) and Board's Information Technology System (BITS). Coordinate with the appropriate County Courts to provide relevant information when an inmate has met SVP criteria pursuant to Welfare and Institutions (WIC) 6600.
10%	Assists in planning, organizing, and directing the institution incarcerated classification system, including Classification Staff Representative referrals, and Institution Classification Committee referrals. Assists as liaison with Classification Staff Representative on a weekly basis. Ensure compliance with Departmental Policy and Procedures.
10%	BPH Duties: Responsible for assisting incarcerated persons with disabilities in understanding, preparing for, and participating in the BPH suitability hearing process as needed. Review SOMS and DECS/BITS to identify the incarcerated person's need for assistance, primary and secondary method of effective communication, adaptive support needs, assistive device(s), or software (e.g., electronic magnifier, personal sound amplification device, Microsoft Ease of Access, etc.) that are required to accommodate the incarcerated person for BPH proceedings. Accommodations shall be provided in a manner to allow privacy and independence. Review BITS at least weekly for any assignments associated with a BPH proceeding. Meet with the incarcerated person and complete a CDC Form 128B, BPH Accommodations Questionnaire, when prompted do so by BITS. Serve the incarcerated person with a Notice of DPV/DNV Rights for BPH Proceedings or a Notice of Deaf-Signer Rights for BPH Proceedings, as applicable.
5%	Update Department Operations Manual (DOM) Supplements and Institutional Operational Procedures (OP) annually as required.
5%	Participate in special projects as directed and approved by the C&PR. Attend institutional and departmental meetings in the absence of the C&PR. Assist as needed as the accepting authority for unusual/sensitive cases related to transfer, parole, and court proceedings, safekeeping or other housing.
5%	Perform peace officer duties as required; maintain yearly and quarterly qualifications in weapons training in chemical agents and incarcerated person restraint and searches.
5%	Coordinate and process cases for submittal to BPT relative to Foreign Prisoner Transfer Treaty Program.
5%	Act as a liaison between Division of Adult Parole Operations (DAPO) and Post Release Community Supervision (PRCS) for incarcerated persons' paroling. Act as a liaison for Victim Services. Reviews victim notification information and contacts victims, if needed. Provide training to various institution staff as requested regarding various topics. Act as resource to Correctional Counselor I's (CC I) and Correctional Counselor II's (CC II) relative to above noted duties. Act as liaison/resource with Classification Service Unit and local law enforcement officials.

5%

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 time sheets by the due date.

#### SPECIAL REQUIREMENTS

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

#### 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
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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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**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:** None noted.

**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 incarcerated people and staff.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None required.

**OTHER SKILLS AND ABILITIES:** Knowledge of principles and procedures of incarcerated people's 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 incarcerated people 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 incarcerated person toward specific goals; and maintain regular attendance and be punctual.

Ability to perform peace officer duties which include maintaining order and supervising the conduct of incarcerated people, 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 - stands while speaking with staff and incarcerated people, while providing training, and while making presentations.

**Walking:** Occasionally - walks to other offices to attend meetings, or to the various facilities or to speak with staff and/or incarcerated people.

**Running:** Occasionally - must be able to run in an all-out effort while responding to an alarm or serious incidents. Distances vary from a few yards up to 400 yards. May include up and/or downstairs, across grass with sprinkler heads and gopher holes, cement, dirt, and asphalt in wet and dry conditions.

**Sitting:** Frequently to Constantly - sit at meetings and while performing job duties on the computer.

**Lifting:** Occasionally - lifts paperwork and files weighing from up to five pounds. He/she will occasionally lift binders of information. Emergency situations may involve lifting and/or physically restraining an individual, including wrestling them to the floor. Must be able to drag or carry items weighing between 80 and 250 pounds in very cramped spaces (cells) with the assistance of other individuals working simultaneously.

**Carrying:** Occasionally - carries paperwork and files for short distances.

**Bending/Stooping:** Occasionally - bends or stoops when accessing forms under a counter or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator, to perform paperwork duties, or file documents. Must be able to bend or stoop when conducting a full body search of inmates.

**Reaching in Front of Body:** Frequently - reaches forward to access a computer terminal, a 10 key, or telephone. He/she will reach forward when operating a photocopier, pulling files, and searching incarcerated people.

**Reaching Overhead:** Occasionally - may reach overhead to a five-shelf vertical file. Must be able to reach overhead to access lights, ceiling panels, lockers, and when searching for contraband.

**Climbing:** Occasionally - climbs steps throughout the institution during inspections and while visiting various parts of the institution. Must be able to ascend/descend a series of steps/stairs to gain access to tiers of cells.

**Balancing:** N/A

**Pushing/Pulling:** Occasionally - may push and pull on desk drawers, binders, and individual files. Must be able to push/pull while opening and closing locked gates and cell doors. Pushing and pulling may occur during altercation or the restraint of an inmate.

**Kneeling/Crouching:** Occasionally - may choose to kneel when accessing information from a bottom drawer or shelf. Must be able to kneel/crouch while firing a weapon or conducting searches.

**Crawling:** N/A

**Fine Finger Dexterity:** Frequently - utilizes fine-finger dexterity for inputting information to the computer.

**Hand/Wrist Movement:** Frequently to Constantly - utilizes hands and wrists while performing duties on the computer by entering and retrieving data in SOMS and sorting papers, answering telephones, photocopying, or making handwritten notes. Must be able to load weapons and apply and remove restraints.

**Driving Cars/Trucks/Forklifts or Other Moving Equipment:** Occasionally - drives to meetings, court proceedings, and seminars off-site.

**Hearing/Speech:** Necessary for conferring with staff and inmates in the course of his/her work.

**Sight:** Necessary to perform regular work activities and to respond to emergency situations in the institution.

**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 Correctional Counselor II works indoors in a thermostatically controlled environment. The floors for performance of all duties are linoleum and concrete.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Computer, printer, telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and the usual office supplies.

**COMMENTS:** Work hours are 0800-1600, Monday through Friday, with the addition of 7K training hours.

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.

## GENERAL POST ORDER ADDENDUM

**Reasonable Modification/Accommodation:** Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest
2. Undue Burden and Fundamental Alteration
3. Direct Threat
4. Equally Effective Means

These defenses are derived from the ADA and from the 1987 United States Supreme Court decision in *Turner v. Safley*. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

**Equally Effective Communication:** The ARP and the ADA require public agencies to ensure equally effective communication with inmates, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with inmates who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Inmates with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the inmate understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the incarcerated person to explain what was communicated in his or her own words.

**Tracking:** The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking inmates with disabilities based upon the CDC Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the *Armstrong Clark Tracking System* (ACTS) and requires all institutions to use this system for tracking all inmates with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDC 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-III are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter. ACTS is now DECS, so the process above is not taking place, same with highlighted below.

**Inmates with Housing Restrictions:** The ARP requires doctors to generate chronos with physical limitations for inmates verified with certain CDC 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated individuals are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for inmate housing. If the inmate has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the inmate expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where inmates are not housed consistent with documented housing restrictions.

**Prescribed Health Care Appliances:** The ARP IV.F.3. provides that incarcerated person shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an inmate misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.