

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison | | POSITION NUMBER (Agency-Unit-Class-Serial) 394-229-9768-002 | | MCR / HCR |
| DIVISION / UNIT Religion – Institution Chapels | | CLASSIFICATION TITLE Muslim Chaplin | | |
| | | WORKING TITLE Muslim Chaplin | | |
| | | TIME BASE / TENURE Perm/ FT | CBID R19 | WWG E |
| LOCATION Crescent City, CA | | INCUMBENT | | EFFECTIVE DATE 01/01/2023 |

CDCR'S MISSION and VISION

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.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

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

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Community Resource Manager, the Muslim Chaplain counsels inmates on ethical and moral problems and spiritual matters, regardless of faith.

% 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.**

30% Counsel inmates on ethical and moral problems, and spiritual matters, regardless of faith. Counseling includes issues regarding marital and family problems, grief, death, and problems involving pre-release. Respond to requests for interviews from inmates. Respond to requests for Special Religious Diets.

30% Prepare/conduct regular and special worship services and administer religious rites as needed. Organize and instruct classes in religion, ethics, and sacred music. Provide religious literature distribution and self-study religious courses for all faiths. Visit inmates on the tiers to address religious issues during periods of facility lockdown.

25% Supervise inmate workers and religious program volunteers. Ensure safety and security issues are not compromised. Ensure appropriate inmate behavior through written disciplinary, laudatory documentation and custodial counseling as necessary. Compile statistics for Religious Program Quarterly Report. Interview inmates and prepare responses to inmate appeals.

15% Prepare and arrange programs conducted in institution for religious and allied groups visiting the institution. Prepare communication on matters of religious importance. Adhere to the Institutional Worker Special Pay (IWSP) guidelines while supervising inmates, as well as assisting other IWSP

394-229-9768-002

supervisors as needed. Record and maintain accurate time worked by inmates via the Strategic Offender Management System. 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. Other duties as required.

SPECIAL REQUIREMENTS

- **Knowledge of:** Factors involved in the development of behavior problems, including a knowledge of mental disorders and principles of mental hygiene; purposes of mental and correctional institutions; methods of rehabilitation.
- **Ability to:** Organize, prepare, and conduct Islamic religious services and courses on ethics, religion, and sacred music; counsel institution residents and their families on moral and ethical problems; establish rapport with institution residents; analyze situations accurately and adopt an effective course of action.
- **Special Personal Characteristics:** Insight into factors involved in the proper human development and of behavior problems, including a knowledge of mental disorders and principles of mental hygiene; demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; emotional stability; adaptability; firmness; patience; self-control; tact; good dress; neat personal appearance; pleasant and wholesome personality; good judgment in moral, ethical, and religious matters.
- **COMMENTS:** Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed. 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