

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

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Headquarters		POSITION NUMBER (Agency-Unit-Class-Serial) 065-247-9901-009	
DIVISION / UNIT  Adult Institutions, Mental Health Compliance Team		CLASSIFICATION TITLE Correctional Counselor II, Specialist	
		WORKING TITLE Correctional Counselor II, Specialist	
		TIME BASE / TENURE PFT	CBID R06
LOCATION Sacramento, CA		INCUMBENT	
		EFFECTIVE DATE	

**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.

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 Mental Health Compliance Team monitors and ensures institutional compliance with the Mental Health Services Delivery System Program Guide to support the Department's efforts to end the *Coleman vs. Brown* class action litigation. The Team assists the field with matters related to development of new policies and the revision of current policies to comply with *Coleman vs. Brown*, utilization of audit tools to monitor institutional compliance with the Mental Health Services Delivery System, and training development and delivery to institution staff on new and existing mental health policies and procedures.

**GENERAL STATEMENT**

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

Under the direction of the Division of Adult Institutions Captain, the Correctional Counselor (CC) II (Specialist) performs a variety of complex staff assignments related to the *Coleman vs. Brown* Class Action Lawsuit. Perform various ongoing reviews of classification casework and facility operations regarding institutions compliance with the Mental Health Services Delivery System (MHSDS) and all existing policies. Incumbents may perform all or a combination of the following duties including some travel to various institutions.

% 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%	Review classification casework of MHSDS participants ensuring all reviewed cases are being addressed in accordance with Departmental policy and any applicable court orders or decisions. Conduct classification casework reviews based on requests generated by DAI management, Division of Health Care Services and the Office of Legal Affairs. Conduct classification casework reviews based on correspondence generated by the Office of the Special Master and Plaintiff Attorneys advocating on behalf of MHSDS participants. Provide written reports and recommendations based on all classification casework reviews conducted for DAI management or stakeholders.

30%	Assist in the preparation, review, and implementation of major CDCR policy involving the Coleman vs. Brown Class Action Lawsuit. Review proposals from institutions relative to policy changes relating to the Coleman vs. Brown Class Action Lawsuit. Identify training needs; provide formal In-Service Training, and guidance to headquarters and institution staff regarding the implementation of programs and policies associated with the Coleman vs. Brown Class Action Lawsuit. Participate in workgroups with other DAI units and other various divisions.
15%	Prepare and gather various monthly, quarterly, annual, and special request managerial information reports related to compliance with the Coleman vs. Brown Class Action Lawsuit for DAI management. Develop reports and meet with staff as needed. Provide ongoing monitoring of institutions Segregated Housing unit bed utilization for MHSDS participants identifying and reporting any classification related issues or concerns.
15%	Assist in the creation of Continuous Quality Improvement Tool (CQIT) indicators to monitor institutions MHSDS programs. Represent the DAI-Coleman Team during CQIT audits and serve as a team member for Suicide Death Reviews as required. Participate on workgroups and attend meetings as required by the Captain.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave 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.
- 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**

- Example: 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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