



DUTY STATEMENT

Classification: Protestant Chaplain	Position Number: 095-229-9922-002
Division/Office/Section: Religious Services/Chaplains	
Location: California State Prison, San Quentin	Supervisory Position: No
Collective Bargaining Identifier (CBID): R19	

POSITION DESCRIPTION:

Under direction of the Community Resource Manager, this position is responsible to provide spiritual and moral guidance to State institution residents; to conduct Protestant religious services; to provide pastoral care; to give instruction; and to do other related work. This position will also supervise and report attendance for a minimum of two inmate workers assigned to the Protestant Chaplain. Duties include, but are not limited to the following:

ESSENTIAL FUNCTIONS:

- 40%** Conduct regular daily and/or weekly worship services, special religious services on religious and national holidays, memorial services and funeral services. Provide pastoral visiting to hospitals, work programs, visiting areas, housing units, group activities, and families of inmates. Ensure that weekly religious services/visits are provided to all inmates and to the condemned inmates on Death Row. Provide individual, family, grief, marital, pre-release planning, and other pertinent counseling.
- 30%** Responsible for organizing, scheduling, and conducting the religious programs appropriate to your faith. Also responsible for approving the scheduling and conducting of religious programs by volunteer community clergy and volunteer religious representatives.
- 15%** Provide religious education such as scripture studies, liturgy, history, comparative religion, religious values, contemporary issues, and sacred music. Study and sermon preparation; administer the sacraments of the sick, Baptism, Communion, marriage, and Confirmation.
- 10%** Responsible for the management of your office, preparing and submitting reports, incoming and outgoing correspondence, and record keeping.
- 5%** Attends all training, meetings, and seminars as needed or required. Performs other related duties as assigned.

Knowledge and Abilities:

Knowledge of: Human development, particularly of aberrant behavior and the elements of emotional maturity; purposes of mental and correctional institutions; methods of rehabilitation.

Ability to: Provide Protestant religious services and instruction in ethics, religion, and sacred music; counsel institution residents and their families on moral and ethical problems; establish rapport with institution residents from a variety of denominational backgrounds; analyze situations accurately and adopt an effective course of action.

Special Personal Characteristic: Demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; emotional stability; firmness; patience; self-control; tact; neat personal appearance; good judgment in moral, ethical, and religious matters.

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 - to utilize a photocopier, to file, shred, or confer with other staff.

Walking: Occasionally - to access printouts from the printer, obtain files or supplies, or confer with other staff.

Sitting: Constantly - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

Lifting: Occasionally - to move paperwork, files, binders and office supplies weighing up to five pounds. A stack of files weighing up to 10 pounds may be very occasionally lifted.

Carrying: Occasionally - to move the above noted items short distances within the office.

Bending/Stooping: Occasionally - to access forms under a counter, or supplies or files on lower shelves or in lower drawers. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.

Reaching in Front of Body: Frequently - to access a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.

Reaching Overhead: Occasionally - to retrieve files from the top shelves of a five-shelf vertical file.

Climbing: To utilize stairs

Balancing: To maneuver the uneven terrain in and around the institution.

Pushing/Pulling: Occasionally - to open and close drawers and binders.

Kneeling/Crouching: N/A.

Crawling: N/A

Fine Finger Dexterity: Frequently - to sort through paper, operate a computer and ten-key, and write notes.

Hand/Wrist Movement: Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: N/A

Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.

Sight: Constantly - to access a computer, read, review and generate paperwork.

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.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The employee utilizes a personal computer, printer, paper shredder, photocopier and the usual office equipment.

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.

Sexual Harassment Policy:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

Initial: _____

Code of Conduct:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

Incompatible Activities:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial: _____

Nepotism/Fraternization Policy:

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25

Initial: _____

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE