



California Department of Corrections and Rehabilitation
Division of Adult Institutions

DUTY STATEMENT	
Classification: Correctional Counselor III/CSR	Position Number: 065-210-9902-XXX
Division/Office/Section: Adult Institutions, Classification Services Unit	
Location: S Street, Sacramento, CA 95811	Supervisory Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Collective Bargaining Identifier (CBID): S06	

POSITION DESCRIPTION

Under the general direction of the Captain, Adult Institution, in the Classification Services Unit (CSU), the Correctional Counselor (CC) III/Classification Staff Representative (CSR) is the primary contact for institutions regarding classification, transfer, policies and procedures related to the inmate population and consistent application of the Inmate Classification System ensuring compliance. The CC III/CSR may be assigned to any section within CSU: Minimum Custody, Health Care, Classification Policy, 1170(d), and/or Security Housing Units (SHU) - Administrative Segregation. The CC III/CSR may be required to serve as Administrative Officer of the Day on a rotational basis at least one week per year. The CC III/CSR primary duties may occur at Headquarters or at a set institutional worksite.

ESSENTIAL FUNCTIONS

- 45% Perform classification review of inmate cases within the California Department of Corrections and Rehabilitation (CDCR) reception centers and institutions, and approve appropriate inmate housing ensuring conformity with departmental policy and classification objectives. The CC III/CSR will review a variety of cases involving, but not limited to, all custody and placement levels including SHU, inmates in the Mental Health Services Delivery System, Developmentally Disabled Program, Disability Placement Plan, requiring emergency or expedited action for transfer. Review Departmental Review Board (DRB) related documents and production of Classification Committee Chronos, DRB acceptance/rejection memorandums, and DRB decisions. Ensure policies and procedures are adhered to, provide assistance to the field.
- 25% Review and approve specialized housing placement for inmates. Conduct weekly case reviews; meet regularly with institution administrators to provide suggestions and constructive criticism for classification improvements. Ensure institution operations conform to Headquarters' direction. Arrange and chair meetings with institution staff on critical program issues. Participate in task



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forces and meetings on special projects involving various issues related to the classification process. Construct issue papers regarding various classification related subjects. Construct and/or revise State Law (Title 15), CDCR policies and procedures outlined in the Department Operations Manual, and write policy memorandums for varying levels of distribution.

- 20% Coordinate and manage classification processes or programs for Headquarters as a subject matter expert. Programs include reception center processing, DRB, Institution Audits, SHU and reentry programs. Perform special assignments as required. Develop training materials and conduct special training sessions for institutions, counselors and other staff (e.g., Administrative Segregation housing, medical determination, etc.).
- 10% Conduct special case reviews to realign inmate population or programs. The position may include travel throughout the state to perform review/endorsement duties. Although CC III/CSR primary duties may occur at a set worksite.

***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND
HAVE RECEIVED A COPY OF THE DUTY STATEMENT.***

Employee's Name Employee's Signature Date

I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

Supervisor's Name Supervisor's Signature Date