

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
Human Resources
Employee Health and Wellness
Duty Statement
And
Essential Function List

Classification: Correctional Officer (9662)

Position Number: _____

Appointment Tenure/Time Base: LFTT

Appointee: _____

Effective Date: _____

Collective Bargaining Identifier (CBID): BU6

Probationary Period: _____

Conflict of Interest Filer: _____

Bilingual Position: No

DMV Pull Program: Yes

This position requires the incumbent to possess and apply a working knowledge of correctional-organizational dynamics and culture, and an understanding of the working conditions unique to a correctional setting. This position requires the incumbent to possess a high work ethic, communicate effectively (orally and in writing) and demonstrate excellent interpersonal skills;

Position Summary: Under the guidance and direction of the Correctional Lieutenant, Office of Employee Health and Wellness (EHW), the Correctional Officer will utilize their firsthand experience, knowledge, and understanding of the correctional law enforcement environment and California Department of Corrections and Rehabilitation (CDCR) institutional operations to assist in and facilitate the creation, implementation, metrics, maintenance, marketing and evaluation of statewide employee wellness programs and initiatives for CDCR, California Correctional Health Care Services (CCHCS), and Division of Juvenile Justice (DJJ) employees and their families. The incumbent must draw from their correctional experience to build and maintain rapport statewide with departmental staff in order to encourage their utilization of the wellness programs, and offer internal insight into the complexity and sensitivity of issues facing correctional staff and their families. The incumbent will utilize their correctional knowledge and expertise to become proficient in all wellness programs so they may effectively and conscientiously provide evaluation of such programs, provide feedback and recommend changes. Must work effectively under stressful conditions, work effectively and cooperatively under the pressure of working weekends, holidays, extended and rotating shifts (day/night) as needed or directed by the Lieutenant or department head. Be prepared for statewide travel, on short notice, to and from various CDCR, CCHCS, and DJJ facilities, camps and offices for extended periods of time. Maintain confidentiality regarding all information of a personal or professional nature of employees who request services from EHW.

Supervision Received: Under direction of the Correctional Lieutenant, EHW

Supervision Exercised: This position does not supervise staff.

Description of Duties

Essential Functions

- 35% Utilizing correctional knowledge and expertise assist in the development, implementation or enhancement, delivery and evaluation of statewide wellness-related programs as assigned. Utilizing correctional knowledge concentrate on wellness program and initiatives delivery systems, specifically assisting with the creation of a robust digital marketing campaign. Utilizing correctional knowledge and expertise; develop, implement, and evaluate methods of communicating and educational campaigns to departmental employees and their families, including, but not limited to; on-site seminars, statewide site visits, monthly email blasts, webinar updates, videos, etc. campaign. Assist with managing CDCR's wellness app programming software.
- 30% Utilizing correctional knowledge assist in the development and reinforcement of the statewide Peer Support Program. Utilizing correctional experience build and maintain rapport with correctional staff to encourage their utilization and feedback of employee wellness programs. Build and maintain cooperative working relationships with staff, public officials, public agencies, wardens, institutional and administrative staff, legal, labor organizations and professional groups. Travel within the state as required for mission accomplishment.
- 25% Assist staff and family members with accessing professional assistance and available resources on a wide variety of physical and behavioral health concerns. Utilizing correctional knowledge conduct field research via outreach efforts to other law enforcement and state agencies on best practices and trends, ensuring the department remains conducive with industry standards, when operationally and fiscally allowable. Assist in determining the appropriateness of specialized law enforcement resources for inclusion in existing wellness programs.
- 10% Utilizing correctional experience, research and provide oral and written recommendations, processes, and procedures on ways to reduce the stigma associated with mental health and the utilization of mental health services. Conduct presentations on the goals, operations, and use of employee wellness programs. Assist in the development and revision of processes, procedures, and regulation. Assist in creating and maintaining various metrics to track and evaluate the utilization, quality, accessibility, and employee satisfaction of wellness programs and resources. Perform other duties as needed or required to support the physical and behavioral health of departmental employees and their families or as directed by the EHW Lieutenant, department head or their designee.

SCOPE AND IMPACT

Responsibility for Decisions and Consequence of Error: Assume and demonstrate independent responsibility for decisions and actions having explicit staff and programmatic impact. High consequence of error due to the sensitive nature of wellness services provided to staff statewide.

DESIRABLE QUALIFICATIONS

Incumbent must demonstrate the ability to perform assigned functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- Extensive and recent experience in an adult institutional environment.
- Working knowledge of correctional-organizational dynamics and culture.
- Knowledge of working conditions unique to a correctional setting.
- Knowledge of common and unusual stressors in public safety work, on first responders and strategies to mitigate their impact.
- Understanding of the unique aspects of confidentiality and testimonial privilege when providing services to public safety personnel, first responders and/or agencies.
- Must possess excellent written and verbal communication skills.
- Must encompass excellent research skills.
- Must possess excellent communication skills.

MINIMUM QUALIFICATIONS

- Education: Equivalent to completion of the twelfth grade.
- Twelfth grade equivalence: Equivalence to the completion of the twelfth grade may be demonstrated by: (1) possession of a high school diploma issued by a U.S. institution; or (2) passing the California High School Proficiency test; or (3) passing the General Education Development test indicating high school graduation level; or (4) receiving a college degree from an accredited two- or four- year college.

DISTINGUISHING CHARACTERISTICS

- Emotional maturity and stability; sympathetic and objective understanding of persons in custody; satisfactory record as a law-abiding citizen; leadership ability; tact; good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work day, evening, or night shifts, weekends, and holidays, and to report for duty any time emergencies arise or as directed..

- The Correctional Officer class is an entry level and training class. Persons selected as Correctional Officers undergo a formal training program at the California Department of Corrections' Training Academy and apprenticeship program pursuant to the standards developed by the Commission on Correctional Peace Officer Standards and Training (CPOST) per Penal Code sections 13600 and 13601.
- In carrying out the primary duty of public protection, the Correctional Officer class is expected to demonstrate high ethical standards consistent with other state peace officer classifications and perform in such a way that facilitates and promotes the department's rehabilitative programs, policies, and public safety efforts. The Correctional Officer class performs duties that vary among institutions and among designated posts within an institution due to varying security levels of inmates, design of correctional facilities, geographical location, watch assignment, and the number of inmates. Assignments for this class include duty in towers, housing units, reception centers, kitchens, outside crew supervision, search and escort, control booths, yard, gun posts, and transportation.

PHYSICAL AND ENVIRONMENTAL DEMANDS

And

WORKING CONDITIONS AND REQUIREMENTS

Administrative Essential Functions:

- Must be able to be on standby, on-call to provide assistance.
- Maintain regular and reliable attendance, be punctual, and complete the workday and workweek in accordance with the position requirements.
- Identified work location is CDCR HQ but will be required to work at any CDCR, CCHCS, or DJJ location including any departmental location regardless of level of security, acuity, or population gender including; but not limited to, inside housing units, clinical environments or activities yard..
- Be supervised or directed by assigned manager or supervisor.
- Maintain cooperative working relationships with members of staff, public officials, wardens, Chief Executive Officer's, add DJJ equivelant institutional/youth facility and administrative staff, legal, public agencies, labor organizations and professional groups.
- Function professionally under highly stressful circumstances, get along well and interact with co-workers, managers/supervisors, in person and through electronic and verbal means of communication, in a professional and courteous manner to accomplish common tasks.
- Interpret and apply appropriate laws, rules, regulations, policies, etc. in order to gather and provide information and respond to inquiries from within and outside the Department to ensure compliance.

- Communicate effectively, intelligibly, and professionally, by way of verbal, written, or electronic communication, disseminate information, respond to inquiries, provide direction and training, and document appropriate information.
- Legibly and intelligibly document, prepare, report, and maintain records of services provided; using word processor (e.g. MS Word), spreadsheet (e.g. MS Excel), and database programs.
- Inspect, observe, lock, and secure applicable records and materials.
- Work under pressure and under tight deadlines.
- Represent the Department at formal and informal settings such as meetings, conferences, hearings, etc.
- Comprehend, retain, integrate, synthesize and apply information to meet departmental demands.
- Work independently and with minimal, or on occasion, no supervision.
- Follow verbal and written instructions.
- Accept appropriate suggestions and constructive criticism and if necessary, respond by modification of behavior.
- Manage the use of time effectively and prioritize actions to complete professional and technical tasks within expected time constraints.
- Exercise professional judgment and ethical behavior at all times.
- Possess reading and writing skills sufficient to meet departmental demands.
- Identify and communicate limits of one's own knowledge and skills to others when appropriate.
- Multitask and deal with changing priorities.
- Must work effectively under stressful conditions, work effectively and cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shift (day/night).
- Statewide travel on short notice and may be required for extended periods of time.

Physical Essential Functions:

- Ability to respond quickly and appropriately during an emergency situation.
- Access all floors of facilities with multiple levels separated by flights of stairs.
- Have and maintain sufficient strength, agility, and endurance in order to respond during stressful or emergency (physical, mental, and emotional) situations without compromising the health and well-being of self or others.
- Have mental capacity to recall an incident in order to accurately document it in writing.
- Maintain and ensure confidentiality of all information, records, documents, concerns, issues, etc.
- Lift and carry occasionally too frequently, in the light (up to 20 pound maximum) range, from the ground to an overhead position.
- Push, pull, and grip occasionally too frequently too constantly.
- Sit and stand occasionally too frequently too continuously.

- Stoop, bend, kneel, reach, squat, climb, crawl, twist and stretch, occasionally to frequently too continuously.
- Walk occasionally to frequently to continuously on a wide range of surfaces for varying distances, indoors or outdoors, in various weather conditions, which may become slippery due to the weather or spillage of liquids or which may be uneven or rough.
- Ability to travel via car, plane or train within the state as required including short notice travel.
- Observe and react to hazards, warnings, alarms, sirens, flashing lights, voice commands and hand signals. Be aware of safe working practices.
- Withstand periodic exposure to chemical agents, including cleaning agents and solvents, and excessive noise.
- Use fingers and hands steadily, occasionally to frequently.
- Use and operate common office machines/equipment including telephones, cellular telephones, photocopiers, fax machines, personal computers, laptops, keyboards, video display terminals, printers, mail machines/scales/meters, calculators, and similar equipment to complete assigned duties.
- Attend and participate in various training courses (e.g., orientation, staff meetings, in-service training, on-the-job training, conferences) to comply with departmental policies, procedures, or supervisory directive, as needed or required.
- Perform required tasks in various lighting conditions, including dim or bright light.
- Ability to work in a confined space.
- Ability to work indoors and outdoors.

Personal Contacts:

- *Internal:* Secretary, Undersecretaries, Directors, Deputy Directors, Division Chiefs, Wardens, CEOs, Regional Parole Administrators, CCHCS, DJJ, departmental medical and mental health professionals, line supervisors and staff. *External:* Stakeholders, local mental health professionals, other governmental agencies, union representatives, labor organizations, community organizations

Education and Experience Requirements:

Education: Equivalent to completion of the twelfth grade.

Twelfth grade equivalence: Equivalence to the completion of the twelfth grade may be demonstrated by: (1) possession of a high school diploma issued by a U.S. institution; or (2) passing the California High School Proficiency test; or (3) passing the General Education Development test indicating high school graduation level; or (4) receiving a college degree from an accredited two-or four- year college.

Knowledge and Abilities

Knowledge of: Purposes and methods of discipline as applied to persons in custody; duties of a Correctional Officer; correct grammar and spelling; proper use and care of firearms; basic arithmetic.

Ability to: Control, direct, and instruct inmates or parolees individually and in groups; remember names and faces; interpret and enforce institutional rules and regulations with firmness, tact, and impartiality; read and interpret written material accurately and rapidly; write effectively; prepare accurate and objective written reports using good grammar, composition and correct spelling; promote socially acceptable attitudes and behavior of inmates or parolees; rate the conduct and productivity of inmates or parolees accurately and impartially; think and act quickly in emergencies; reason logically and communicate effectively; make simple arithmetic computations; correctly follow oral/written directions; accept the requirements of the Department and institution; accurately distinguish inmates and correctional staff from a tower or elevated position; accept role as authority figure; make appropriate use of disciplinary options; deal tactfully and professionally with the public, inmates, and staff; willingness to follow chain of command; climb ladders and stairwells on a routine and emergency basis; see in dim/bright light situations; operate departmental vehicles and equipment, including firearms and mobile radio; physically perform a variety of tasks including carrying accident victims and subduing combative inmates; analyze situations accurately and adopt an effective course of action; and make satisfactory progress in the prescribed academic and practical work in an approved apprenticeship program for the Correctional Officer.

Preferred or Desirable Qualifications

Special Physical Characteristics

Good physical health; sound mental and emotional condition; freedom from any physical or mental condition that would interfere with the full performance of the duties of a Correctional Officer; strength, endurance and agility; hearing sufficient to perform the essential functions of the job; a corrected visual acuity of 20/20 or better in each eye, an uncorrected visual acuity of 20/60 or better in each eye, ability to pass a color vision test comparable to the Farnsworth D-15 without the use of an X-Chrome lens or other colored filters, and a peripheral field of view of at least 120 degrees of horizontal extent and 100 degrees of vertical extent with no evidence of scotomas (non-seeing areas) within the full visual field of each eye.

Special Personal Characteristics:

Emotional stability and maturity; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work at night and report for duty at any time emergencies arise; normal hearing; good physical condition; strength; endurance; and agility.

Drug Testing Requirement:

Applicants for positions in this class are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a designated "Sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

I certify that the above information is an accurate and complete list of the essential functions required for this job.

HIRING AUTHORITY NAME & TITLE – PRINT	SIGNATURE	DATE
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OFFICE OF PERSONNEL SERVICES - PRINT	SIGNATURE	DATE
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EMPLOYEE HEALTH AND WELLNESS – PRINT	SIGNATURE	DATE
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