

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
CALIFORNIA MEN'S COLONY
JOB DESCRIPTION**

Job Title: Correctional Counselor II (Specialist)
Position Number: 056-222-9901-XXX
CBID/WWG: R06 / WWG 2
Division: Records/Counseling Services
Reports To: Correctional Counselor III
Prepared By: B. Bangma, Classification & Pay Analyst
Prepared Date: 09/16/2020 (Updated)

Approved By: _____
ELIZABETH ALFARO
Staff Services Manager I

SUMMARY: The Correctional Counselor II (CC-II), under direction of the Classification & Parole Representative (C&PR), assists the Atascadero State Hospital (ASH) Correctional Counselor I's (CC-I), Armstrong (ADA) CC-I, and serves as Assistant Classification & Parole Representative (Asst. C&PR) of the California Men's Colony (CMC). Performs peace officer duties as required and other miscellaneous duties as directed by supervisors.

WORK HOURS: **Various**
 (Position may require incumbent to work flexible hours and/or overtime).

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING (other duties may be assigned):

- 35% Serves as the ASH classification coordinator; coordinates ASH disciplinary process and acts as Senior Hearing Officer (SHO) as required; prepare/review cases for presentation to the Classification Staff Representative (CSR) and Institution Classification Committee (ICC). Ensure BPH reports, Release Program Studies (RPS), PC1170(e) Court Recall of Sentence and Commitment reports, PC1203.03 Diagnostic reports, Departmental Review Board (DRB) referrals, and other reports are properly completed and submitted in a timely fashion, and; forms such as Non-Confidential Offender Separation Alerts and Classification Scoresheets are properly completed in compliance with departmental policy. Arrange transfer of inmates to ASH per PC2684 and return from ASH per PC2685. Assists C&PR with signing Warden's Checkout Order. Complete Non-Committee Endorsements for transfers from CMC without a Classification Staff Representative endorsement. Coordinate transfer to and from the Mental Health Crisis Unit and Department of State Hospitals. Assist the other Asst. C&PR in the following: Review CDCR 611s for PRCS and Division of Adult Parole Operations (DAPO) ensuring accuracy, clarity, and completion. Review PRCS 611 Packets for entire contents as indicated on the CDCR 611 packets checklist. Resolve issues that arise with county and parole. Ensure records staff are utilizing secure file transfer (SFT) program for documents being sent to and from the counties for PRCS.
- 25% Reviews and signs as the Warden's designee on Warden Checkout Orders.
- 20% Reviews and signs CDC-611 RPS's including review for inclusion of documentation of disabilities under the ARP. Processes inmate CDCR-602 appeals; and ensuring appropriate Health Care Services referrals are made. As a peace officer, involved in all facets of the daily operation of the ASH unit.
- 10% CMC coordinator for the following functions: COCF transfers, MCC/CCF transfers and High Control parole of inmates. Monitor and report statistics for the FPTTP. Review CCRC candidates to

determine if Reception Center eligibility is still valid. Work with unit classification to ensure the inmate is classified for CCRC placement in a timely manner. Intervene with medical/dental staff regarding the need for expedited/priority treatment services or documentation to ensure timely endorsement and placement. Work with/through assigned CC-I to resolve obstacles to CCRC placement. Track CCRC endorsements to ensure timely transfer. Coordinate with Statewide Transportation Unit to ensure endorsed inmates are moved within 14 days to proper programs. Report statistics regarding CCRC endorsements to Classification Services Unit (CSU). Ensure proper release and movement of H/C inmates. Work with parole authorities to accommodate pick-up and/or transfer to closest institution for pick-up purposes. Review departmental procedures regarding arranging release dates per PC3060.7.

- 10% General duties as required. Assist C&PR with In-Service/On-The-Job training of CC-IIs and CC-Is as needed. Involved with population management by regulating intake after determining future releases/transfers. Arrange special transport of identified inmates with CSU. Respond to correspondence from the public and other agencies as required. Review cases prepared for Interstate Compact Unit review and those prepared as federal cases per PC2090 Receive Federal Prisoners - Authorized Charges, PC2902 Receive Federal Prisoners: Discipline and Treatment. Be familiar with the Inmate Work/Training Incentive Program. Keep the C&PR and/or Division Head apprised of situations that may adversely affect management of the units. Acts as C&PR in his/her absence.

PERCENTAGES INDICATED DO NOT DICTATE WHETHER THE ASSOCIATED TASKS ARE ESSENTIAL TO THE PERFORMANCE OF THE DUTIES FOR PURPOSES OF REASONABLE ACCOMMODATION.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS: **Either I** - One year of experience in the California state service performing correctional casework duties at a level of responsibility equivalent to Correctional Counselor I. **Or II - Experience:** In a California state adult correctional institution one year performing the duties of Correctional Program Supervisor III **Or** two years performing the duties of a Correctional Program Supervisor II **And Education** equivalent to graduation from a recognized four-year college. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis.) **Or III Experience:** Two years of experience in collecting, evaluating, and interpreting social, behavioral, and vocational data for purposes of counseling and promoting individual adjustment. This experience must have been gained in one or a combination of the following fields: probation, parole or correctional casework. (Completion of one year of graduate training in a recognized school in a field of social work, clinical psychology, criminology, or sociology, administration of justice, correctional science, criminal justice, psychology, or other related behavioral science field may be substituted for one year of the required experience.) **And Education:** Equivalent to graduation from a recognized four-year college. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis.) (In appraising experience, more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibility than to the length of his/her experience.)

KNOWLEDGE: Principles and procedures of inmate classification, assignment, and transfer in correctional institutions; principles and practices of counseling and guidance; causes of crime and delinquency; casework theory and practice and the principles of individual and group behavior; purposes, activities, regulations, and functions of the California Department of Corrections and the Board of Prison Terms; educational, psychological and vocational tests used in counseling and placement work and interpreting test results; principles and practices of vocational guidance and occupational placement; principles of verbal and written expression; correctional casework procedures; an understanding of the range of normal and abnormal human behavior; the policies and procedures of custody; methods used and problems involved in the supervision and adjustment of inmates; the various prison gangs, gang behavior, and the threat of gang action in an institutional setting; group processes and dynamics, including various roles played by group participants and different types of questions or modes of inquiry which can be used in group settings; training methods and planning and conducting in-service training programs.

ABILITIES: Apply the principles and practices of counseling and guidance; interpret test results; evaluate sociological, psychological, psychiatric, and vocational findings and make recommendations; coordinate the work of professional and technical employees in inmate guidance and classification work; secure accurate social data and record such data systematically; speak and write effectively; command the respect and trust of inmates and staff; organize and prioritize work; meet deadlines; deal tactfully/diplomatically with sensitive issues; evaluate situations accurately and take effective action; deal effectively with a high volume of work; work under pressure; respond effectively to emergency situations; work independently; control an interview with an inmate; interpret institutional/departamental policies, rules and regulations; adjust to changes in assignments; work with a team of people from a variety of occupations and professional disciplines; motivate an inmate toward specific goals; recognize and handle dangerous situations for inmates and staff.

SPECIAL PERSONAL CHARACTERISTICS: Capacity for assuming a progressively greater responsibility as evidenced by recent employment history; neat personal appearance; adaptability; emotional maturity and stability; tact; patience; willingness to work irregular hours; satisfactory record as a law abiding citizen; normal or corrected to normal hearing; sound physical condition; strength, endurance, and agility; willingness to report for duty at any time due to an emergency crisis.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER QUALIFICATIONS:

Background Investigation: Pursuant to Government Code Section 1031(d), all persons successful in this examination who are not peace officers with the Department of Corrections shall be required to undergo a thorough background investigation prior to appointment.

Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to positions in this class.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this class.

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be appointed to a peace officer position a person must be either a United States citizen or be a permanent resident alien who is eligible and has applied for United States citizenship at least one year prior to the final filing date for an examination. The one-year requirement does not apply to permanent resident aliens who have applied for employment prior to their 19th birthday.

Age Limitation: Minimum age for appointment: 21 years, pursuant to Government Code Section 1031(b).

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.)

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: Frequently - stands while speaking with other staff, observing inmate and staff activities, and performing inspections.

Walking: Frequently - walks to other offices to attend meetings, or to the various facilities to perform inspections, or to speak with staff.

Sitting: Frequently to Constantly - sits at meetings and while performing paperwork. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally - lifts paperwork and files weighing up to five pounds. Employee will occasionally lift binders of information.

Carrying: Frequently - carries paperwork and files for short distances.

Bending/Stooping: Occasionally - bends or stoops when accessing books/binders a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to perform paperwork duties.

Reaching in Front of Body: Frequently - reaches forward to access a telephone, paperwork, etc.

Reaching Overhead: Occasionally - may reach overhead to a vertical file.

Climbing: Occasionally - climbs steps throughout the institution during inspections and regular work responsibilities.

Balancing: N/A

Pushing/Pulling: Occasionally - may push and pull on desk drawers, binders, and individual files.

Kneeling/Crouching: Occasionally - may choose to kneel when accessing information from a bottom drawer or shelf.

Crawling: N/A

Fine Finger Dexterity: Frequently - utilizes fine-finger dexterity when sorting through paper.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally - drives to meetings and seminars off-site.

Hand/Wrist Movement: Frequently to Constantly - utilizes hands and wrists when sorting papers, looking through files, answering telephones, or making handwritten notes.

Hearing/Speech: Necessary for conferring with personnel in charge of the varied institutional activities.

Sight: Necessary to be able to respond to any part of the institution to assume responsibility for observing and directing the response of staff to emergency situations and crises that could involve combative situations requiring the use of lethal force.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Correctional Counselor II (Specialist) will work closely with all levels of staff within the department, institution and public.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS: Computer, printer, fax machine, photocopier, telephone, basic hand tools, ladders and usual office supplies.

COMMENTS: Information for this document was obtained by reviewing the State Personnel Board specification for this classification and by observing the duties as they are currently performed.

EMPLOYEE COMMENTS:

_____	_____	_____
Print Employee's Name	Employee's Signature	Date

Supervisor's Statement: I have discussed the duties of the position with the employee.

_____	_____	_____
Print Supervisor's Name	Supervisor's Signature	Date