



DUTY STATEMENT

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

CDCR INSTITUTION OR DEPARTMENT Pelican Bay State Prison	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Counselors – Crescent City, CA	CLASS TITLE Correctional Counselor II, Specialist
WORKING DAYS AND WORKING HOURS Varies	SPECIFIC LOCATION ASSIGNED Various
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 394-222-9901-VAR

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

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

Under the supervision of a Facility Captain or above, and the general direction of the Correctional Counselor II (CCII) Supervisor, the Correctional Counselor II (CCII) Specialist is responsible for the proper classification of inmates.

% of time performing duties	Duties/Essential Functions:
40%	Audit and maintain caseload. Interview inmates for classification and prepare cases for committee. Serves as a member and recorder of Institutional Classification Committee (ICC). Audits cases for preparation of the CSR review in the absence of the CCII Supervisor.
40%	Utilizes computer programs such as the Electronic Records Management System (ERMS), Disability and Effective Communication System (DECS), Board's Information Technology System (BITS), Correctional Offender Management Profiling For Alternative Sanctions (COMPAS), Strategic Offender Management System (SOMS), Trust Restitution Accounting and Canteen System (TRACS), and the INTRANET.
10%	Preparation of reports: Classification, Paroles (611), DRB, BPH. Prepares psychiatric referrals. Processes CDCR Form 1074, Request For Correspondence Approval. Documents inmate infractions on disciplinary reports. Completes special projects as directed by the A Facility Captain. Attends mandatory training for Peace Officers and Correctional Counselors for new policy/procedures and/or revised policy/procedures, as they occur. May process and respond to form GA-22 and CDCR form 22, Inmate/Parolee Request For Interview, Item or Service, when needed.
5%	Accesses DECS to determine whether the inmate has a disability and what, if any, accommodation is required. Ensures reasonable accommodations are afforded to inmates with disabilities (e.g. vision, speech, hearing impaired, non-English speaking and learning disabled). Ensures equally effective communication during inmate general contacts and due process events. Provides direct and meaningful classification of inmates. Provides a direct link to the completion of numerous aspects of court related mandates such as; the Clark Remedial Plan, the Armstrong Remedial Plan, and compliance with the Coleman stipulation.
5%	Telephone contacts with family members and outside agencies. Responsible to sign in and out on the FLSA sheet at designated times, and sign in and out of the Isolation Log upon entry and exit from certain facilities. Other duties as required.

Knowledge and Abilities

Knowledge of: 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.

Ability to: 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/departmental 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.

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.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

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
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