

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 056-229-9916-001		MCR / HCR 1
DIVISION / UNIT RELIGIOUS PROGRAMS		CLASSIFICATION TITLE CATHOLIC CHAPLAIN		
		WORKING DAYS/HOURS: See below under Division Overview		
		TIME BASE / TENURE	CBID	WWG
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 01/26/2026

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Catholic Chaplain interviews and counsels incarcerated persons on ethical and moral problems and spiritual matters; prepares and conducts religious services and administers religious rites; organizes and instructs classes in religious and sacred music; supervises the arranging of programs conducted in the institution by visiting religious and allied groups; counsels with incarcerated persons regarding family problems; may serve on numerous committees that improves quality of care of incarcerated persons, responds to incarcerated persons request for religious accommodation.

WORK HOURS: Chaplains are Work Week Group "E" Fair Labor Standards Act (FLSA) - exempt employees. Chaplains are not authorized to receive any form of overtime compensation, whether formal or informal. Chaplains are expected to work the hours necessary to accomplish their assignments or fulfill their responsibilities. Their workload will normally average forty (40) hours per week over a twelve (12) month period. However, inherent in their job is the responsibility and expectation that work weeks of longer duration may be necessary. Management can require Chaplains to work specified hours. However, subject to prior notification and supervisor approval, Chaplains have the flexibility to alter their daily and weekly work schedules.

GENERAL STATEMENT

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

Under the direct supervision of the Community Resource Manager, the Catholic Chaplain will provide and supervise Catholic religious activities for the prison incarcerated person population.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
40%	Prepares and conducts religious services and administers religious rites. Organizes and instructs classes in religious ethics and sacred music.

25%	Interviews and counsels incarcerated persons on spiritual matters, ethical, moral, and family problems; including, providing death notifications, and providing counseling specially related to that issue.
20%	Prepares and arranges programs conducted in the institution by visiting religious and allied groups. Recruits and trains community volunteers to assist with religious programs. Prepares annual evaluations on religious volunteers. Requests volunteer identification cards and monitors access to the institution. Prepares communication with various groups or individuals in matters of religious importance.
10%	Completes appropriate paper in relation to incarcerated person religious request such as form 22, special purchases, religious diets, heat log etc.
5%	Provides supervision, on-the-job training, and work performance evaluation of chapel clerks and chapel porters.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated persons, visitors, non-employees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

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

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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