

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

PROPOSED

CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM Ironwood State Prison | | POSITION NUMBER (Agency-Unit-Class-Serial) 444-222-9903-xxx | | | |
| DIVISION / UNIT Division of Adult Institutions / Facility Operations | | CLASSIFICATION TITLE Correctional Counselor II (Supervisor) | | | |
| | | WORKING TITLE Correctional Counselor II (Supervisor) | | | |
| | | TIME BASE / TENURE FT / Perm | CBID S06 | WWG E | COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| LOCATION Blythe, California | | INCUMBENT | | EFFECTIVE DATE | |
| CDCR'S MISSION, VISION and COMMITMENT | | | | | |
| <p>Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p>Commitment CDCR and 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. CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.</p> | | | | | |
| DIVISION OVERVIEW | | | | | |
| Facility Operations Division is committed to ensuring the operation of safe and secure institutional settings, for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions. | | | | | |
| GENERAL STATEMENT | | | | | |
| Under the supervision of the Captain, AI, the Correctional Counselor II (Supervisor) (CCII), assigns and reviews the work of Correctional Counselor I's (CCI) within the program unit, evaluates staff performance and takes or recommends appropriate action. The CCII will provide casework services to selected incarcerated people and may carry a reduced caseload. | | | | | |
| % 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% | Tracks and completes casework for all incarcerated people placed in the Restricted Housing Unit (RHU) from their Facility. Completes the more complex casework associated with RHU cases including calculating and assessing RHU terms, completing enemy reviews, writing confidential memorandums concerning the activities of the incarcerated person, evaluates case factors and makes recommendations to the Institution Classification Committee (ICC) regarding the appropriate custody, work group/privilege group, and housing of the incarcerated person who have committed in custody offenses or have safety concerns. Reviews incarcerated person's Electronic Records System (ERMS) file to ensure all required documents are in ERMS file and transfer recommendations are appropriate prior to review and endorsement by the Classification Staff Representative (CSR). Refers complex cases to the Departmental Review Board (DRB) for Director level decisions. Evaluates an incarcerated person for Recall of Commitment (compassionate release) when an incarcerated person is deemed | | | | |

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| | terminally ill or permanently medically incapacitated. Completes compassionate release report and provides a recommendation regarding sentence recall. |
| 20% | Supervises CCIs. Regularly reviews subordinate counselor’s caseload reports to ensure that annual and program reviews are completed on a timely basis. Reviews CCI’s casework to ensure completeness and accuracy. Reviews classification chronos completed by CCI’s to ensure accuracy and completeness prior to placement in an incarcerated person’s ERMS Files. Reviews incarcerated person’s ERMS Files to ensure all required documents are in the ERMS file and transfer recommendations are appropriate prior to review and endorsement by the Classification Staff Representative (CSR). Assigns and reviews Life-Term Prisoner Evaluations and Documentation Reports. Review and maintain the Board’s Information Technology System (BITS). Monitors the upcoming parole release report to ensure that the Cal-ID and any necessary pre-parole planning documents are completed in a timely manner by CCI’s. Provides training to subordinate counseling staff regarding classification and custody issues. |
| 20% | Participates in ICC and Unit Classification Committees (UCC) presenting cases to the committee and recording committee actions. Provides directions to the CCI’s during committee regarding their case recommendations. Responds to an incarcerated person’s grievance and staff complaints assigned within the Strategic Offender Management System (SOMS), and completes Turn in Completed (TIC) assignments. |
| 15% | Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. |
| 5% | Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. |

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison individuals, visitors, non-employees and employees shall be made aware of this.
- Maintenance of Peace Officer Standards and training in accordance with Penal Code 832 and Department Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

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.*

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| 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.*

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| SUPERVISOR’S NAME (Print) | SUPERVISOR’S SIGNATURE | DATE |
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