

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☒ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Headquarters		POSITION NUMBER (Agency-Unit-Class-Serial) 065-210-9902-XXX		
DIVISION / UNIT Adult Institutions, Classification Services Unit		CLASSIFICATION TITLE Correctional Counselor III		
		WORKING TITLE Correctional Counselor III/CSR		
		TIME BASE / TENURE P/FT	CBID S06	WWG E
LOCATION Various		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION, VISION and COMMITMENT				
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. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. 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.				
DIVISION OVERVIEW				
The Classification Services Unit provides leadership to the Department in the area of classification and housing of incarcerated people. Our goal is to promote consistency in the application of, and compliance with, regulations and policies related to the classification of incarcerated people. The Unit also strives to make the classification process more dynamic in order to both improve the Department's ability to respond to the changing demographics of the population and to implement national best practices.				
GENERAL STATEMENT				
Under the general direction of the Captain, Adult Institution, in the Classification Services Unit (CSU), the Correctional Counselor (CC) III/Classification Staff Representative (CSR) is the primary contact for institutions regarding classification, transfer, policies and procedures related to the incarcerated persons population and consistent application of the Incarcerated persons Classification System ensuring compliance. The CC III/CSR may be assigned to any section within CSU: Minimum Custody, Health Care, Classification Policy, 1170(d), and/or Security Housing Units (SHU) - Administrative Segregation. The CC III/CSR may be required to serve as Administrative Officer of the Day on a rotational basis at least one week per year. The CC III/CSR primary duties may occur at Headquarters or at a set institutional worksite.				
% 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.			
35%	Perform classification review of incarcerated persons cases within the California Department of Corrections and Rehabilitation (CDCR) reception centers and institutions, and approve appropriate incarcerated persons housing ensuring conformity with departmental policy and classification objectives. The CC III/CSR will review a variety of cases involving, but not limited to, all custody and placement levels including SHU, incarcerated persons in the			

	Mental Health Services Delivery System, Developmentally Disabled Program, Disability Placement Plan, requiring emergency or expedited action for transfer. Review Departmental Review Board (DRB) related documents and production of Classification Committee Chronos, DRB acceptance/rejection memorandums, and DRB decisions. Ensure policies and procedures are adhered to, provide assistance to the field.
25%	Review and approve specialized housing placement for incarcerated persons. Conduct weekly case reviews; meet regularly with institution administrators to provide suggestions and constructive criticism for classification improvements. Ensure institution operations conform to Headquarters' direction. Arrange and chair meetings with institution staff on critical program issues. Participate in task forces and meetings on special projects involving various issues related to the classification process. Construct issue papers regarding various classification related subjects. Construct and/or revise State Law (Title 15), CDCR policies and procedures outlined in the Department Operations Manual, and write policy memorandums for varying levels of distribution.
20%	Coordinate and manage classification processes or programs for Headquarters as a subject matter expert. Programs include reception center processing, DRB, Institution Audits, SHU and reentry programs. Perform special assignments as required. Develop training materials and conduct special training sessions for institutions, counselors and other staff (e.g., Administrative Segregation housing, medical determination, etc.).
15%	Conduct special case reviews to realign incarcerated persons population or programs. The position may include travel throughout the state to perform review/endorsement duties. Although CC III/CSR primary duties may occur at a set worksite.
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, nonemployees 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.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

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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