

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) 065-246-9901-005	
DIVISION / UNIT Division of Adult Institutions, Region II		CLASSIFICATION TITLE Correctional Counselor II (Specialist)	
		WORKING TITLE Correctional Counselor II (Specialist)	
		TIME BASE / TENURE P/FT	CBID R06
LOCATION Elk Grove, CA		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. 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.			
DIVISION OVERVIEW			
Region II provides safe and secure housing for females with opportunities such as vocational and academic programs, substance abuse treatment, self-help programs, Career Technical Education, pre-release guidance and community betterment projects. This office manages and provides oversight to all female programs, in addition to seven designated male and female institutions, fire camps and community programs.			
GENERAL STATEMENT			
Under general direction of the Correctional Captain, the Correctional Counselor II (Specialist) will have responsibility for the general duties related to the implementation of Senate Bill 132 (SB 132): the Transgender Respect, Agency and Dignity Act, and responsibility for a variety of complex staff assignments within Region II. The incumbent will serve as a Subject Matter Expert (SME) on transgender, non-binary issues and processes for the incarcerated persons. Travel may be required.			
% 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%	Provide direct assistance to SB 132 implementation which includes the incarcerated person's housing requests, search requests, and coordinate case reviews for Institution Classification Committee (ICC). Act as a SME on transgender issues for the incarcerated persons. Advise and participate in ICC to ensure consistency in		

	completing Classification Chronos at the conclusion of the meeting, including issuance of the final documentation to the incarcerated person.
35%	Take lead to assist institutional staff with questions and document preparation in advance of the incarcerated person's appearance before ICC and when required to the Departmental Review Board. Review and prepare cases for completeness. Obtain needed information from Electronic Records Management System and Strategic Offender Management System (SOMS), Federal, State and local law enforcement. Participate with teams responsible for developing policies and procedures related to transgender incarcerated persons and updating changes to the CDCR transgender policies, Department Operations Manual (DOM) sections, and SB 132 training materials.
25%	Participate in workgroups related to transgender issues. Participate in meetings related to on-going legal action for transgender incarcerated persons. Provide oversight of the compilation of Transgender housing/movement tracking, transgender non-hub report via SOMS. Prepare memorandums and other written correspondence. Provide consultation and training as needed, occasional travel will be required. Other work-related duties as required.
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 incarcerated people, 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 DOM 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
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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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