

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CDCR Salinas Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 936-229-9922-001		MCR / HCR	
DIVISION / UNIT Religion / Community Resources		CLASSIFICATION TITLE Protestant Chaplain			
		WORKING TITLE Protestant Chaplain			
		TIME BASE / TENURE PFT	CBID R19	WWG 2	COI Yes ☐ No ☒
LOCATION Soledad, 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.					
DIVISION OVERVIEW					
General statement highlighting the Division's role and responsibilities.					
GENERAL STATEMENT					
Under the general supervision of the Community Resources Manager, the Protestant Chaplain is responsible for the supervision of the Protestant religion activities for the prison incarcerated population. Supervise assigned incarcerated workers.					

% 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 %	Provides spiritual and moral guidance to State institution residents; interviews and counsels incarcerated or youthful offenders on ethical and moral problems and spiritual matters; conduct protestant religious services; provide pastoral care; and give instruction. Provide religious counseling to the incarcerated population.
30 %	Responsible for conducting Religious Diet interviews within 30 days of receiving CDCR 3030: Religious Diet Request. Responsible for maintain and auditing religious diet list.
15 %	Responsible for reviewing and ensuring all assigned religious groups have an allotted time on the chapel schedule. Responsible for addressing and solving any chapel schedule issues with other Chaplain, prior to addressing with CRM.
10 %	Supervise assigned incarcerates, prepare incarcerated payroll and time keeping documents and incarcerated disciplinary reports as necessary. Attend in/out service training classes as required.
10 %	Responsible for scheduling, drafting, and submitting for approval all religious memorandums and requests (e.g. religious celebrations, request, gate clearances). Coordinate, monitor and/or supervise the religious activities of assigned volunteers. Evaluate program effectiveness to develop improved methods. Facilitate volunteer Orientation. Maintain community liaison activities. Order and maintain religious literature and supplies. Order and maintain adequate supply of books, cards and pamphlets.

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.

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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