

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CDCR-Board of Parole Hearings		POSITION NUMBER (Agency-Unit-Class-Serial) 065-156-9288-001-025,918		MCR / HCR 1	
DIVISION / UNIT Forensic Assessment Division/ Offender Screening Unit		CLASSIFICATION TITLE Senior Psychologist (Supervisor)			
		WORKING TITLE Senior Psychologist (Supervisor)			
		TIME BASE / TENURE P/FT	CBID S19	WWG E	COI Yes ☐ No ☒
LOCATION Sacramento County		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 Board of Parole Hearings (BPH) maintains a high performing parole hearing system to protect and preserve public safety through the exercise of its statutory authorities and policies while ensuring due process to all incarcerated persons who come under the jurisdiction of the BPH.					
GENERAL STATEMENT					
Under the direction of the Chief Psychologist, the Senior Psychologist (Supervisor) is responsible for the management and supervision of psychologists assigned to conduct comprehensive risk assessments of offenders scheduled for parole consideration hearings. Extensive travel to CDCR institutions is required.					

Revised: 07/26

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% 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%	Travel to CDCR institutions across a wide geographic region to observe psychologists' risk assessment interviews and to provide clinical supervision and oversight. Interact with institutional staff to ensure psychologists are permitted timely access to offenders and afforded reasonably confidential and safe interview environments. Input risk assessment data into the board's information technology system, review draft risk assessment reports and provide constructive feedback which comports with departmental and ethical guidelines.
25%	Review source documents and draft risk assessment reports, provide supervisory consultation and feedback, approve and process final reports. Periodically attend parole hearings to observe the board's application of risk assessment in parole decisions. Provide individualized annual performance evaluations.
20%	Implement, and monitor policies and guidelines regarding use of formalized risk assessment tools that are evidence based, objective and defensible in estimating risk factors for violence level of risk or dangerousness
10%	Meet and confer with professional clinical associations to identify and maintain current strategies and tools for use by clinicians in the field; review relevant literature concerning clinical policy with expertise in specific subject areas and other State agency representatives; research relevant literature, studies, and other information for development of clinical policies. Provide clinical and program training to Staff Psychologists, Commissioners, Deputy Commissioners, Attorneys and others
5%	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 incarcerated persons, visitors, nonemployees and employees shall be made aware of this.	
CONSEQUENCE OF ERROR	

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- 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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