

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED☒ CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>CDCR/DRP/ OPO/ SAC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | POSITION NUMBER (Agency-Unit-Class-Serial)<br>065-113-9902-073 |             |                |                                                                            |
| DIVISION / UNIT<br><br><b>Division of Rehabilitative Programs<br/>Office of Program Operations<br/>In Prison Programs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | CLASSIFICATION TITLE<br>Correctional Counselor III             |             |                |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | WORKING TITLE<br>Correctional Counselor III                    |             |                |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | TIME BASE /<br>TENURE<br>PERM/FT                               | CBID<br>S06 | WWG<br>E       | COI<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| LOCATION<br>SAC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | INCUMBENT                                                      |             | EFFECTIVE DATE |                                                                            |
| <b>CDCR'S MISSION, VISION AND COMMITMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                |             |                |                                                                            |
| <b>Mission</b><br>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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                |             |                |                                                                            |
| <b>Vision</b><br>We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                |             |                |                                                                            |
| <b>Commitment</b><br>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.<br><br>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.<br><br>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. |  |                                                                |             |                |                                                                            |
| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                |             |                |                                                                            |
| The Division of Rehabilitative Programs (DRP) provides rehabilitative programs including academic and career and technical education for incarcerated persons. DRP's Office of Program Operations provides comprehensive pre-release rehabilitative programs and services for incarcerated individuals and comprehensive post-release rehabilitative programs and services to supervised persons to facilitate the successful reintegration of the individuals served back to their communities with the skills to thrive.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                |             |                |                                                                            |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                |             |                |                                                                            |
| Under the general direction of the Captain, Division of Rehabilitative Programs (DRP) the DRP Correctional Counselor III (CCIII) supervises the Parole Service Associate (PSA), Office Technician (OT) and Analyst I or Analyst II, if applicable, and provides management expertise at resolving critical and day-to-day issues relative to the function of rehabilitative programs at a designated institution. The CCIII coordinates a broad spectrum of legislative mandates, departmental policies, DRP procedures, and management goals affecting the performance and success of in-prison rehabilitative programs. The CCIII has extensive contact with all CDCR personnel and serves as a liaison and staff relations subject matter expert with management. The CCIII makes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                |             |                |                                                                            |

recommendations to DRP Headquarters, institution administration, and contractors to resolve issues involving the functioning of the programs. This position facilitates program growth in a custodial environment and promotes program success. This position is physically located in the field. 60% 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| 30%                         | <b>REHABILITATION AND RE-ENTRY PLANNING.</b> Audit and gather feedback on DRP-led programs and provide quality assurance across program and service providers. Identify challenges with meeting DRP Cognitive Behavioral Interventions (CBI) waitlist needs and provide recommendations to DRP Headquarters (HQ) and Institutional Executives to overcome challenges. Assist in establishing DRP related Integrated Substance Use Disorder Treatment programs and DRP related Grant programs within the Strategic Offender Management System. Actively recruit for Occupational Mentor Certification Program (OMCP) Peer Mentors for OMCP training sites and ensure Certified Peer Mentors are assisting with appropriate DRP Cognitive Behavioral Interventions programming throughout all institutions. When possible, ensure mentors can assist with accessibility, i.e. American Sign Language and Spanish translators. Identify where space can be utilized as a multi-use space to ensure adequate program space for current and/or expanding DRP programs. This includes working collaboratively with the Office of Correctional Education on-site Principal to ensure incarcerated persons can program in CBI and educations programs as well as coordinate schedules to maximize use of shared program space. Analyze obstacles to maintain the quality of programs. When necessary, devise strategies, in partnership with the incarcerated population and institutional staff, to address challenges. Establish and grow relationships with community-based services and organizations to provide the on-ramp to comprehensive reentry services (e.g., healthcare, mental health, job services, education services, family reunification) in a variety of counties. Offer these groups a physical or virtual presence. |
| 20%                         | <b>SAFETY AND SECURITY:</b> Establish a procedure for monitoring/correcting unsafe conditions within program environments, to include random searches of facility as well as incarcerated persons for contraband, physical inventory of material/ equipment, ensure all staff utilize safety equipment, staff accountability, audio/video inventory and inspection, in addition to adherence to standards of professional conduct and performance. Obtain key rings and chits for contract staff. Complete and ensure notice of unusual occurrences, rule violation reports, and incident reports are completed when required. Monitor progressive/corrective disciplinary actions within program and ensure completion of appropriate documentation. Respond effectively to emergency situations. Includes responding to alarms/false alarms in own area. When required, serve as a member of the local institution's Administrative Officer of the Day. Assist institutions with LDI investigations as well as Skelly Hearings as assigned and when needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 20%                         | <b>CLASSIFICATION:</b> Serve as subject matter expert in classification for programs for institutional staff. Participate in Unit Classification Committee and Institutional Classification Committee (ICC) for DRP community program placement consideration. Monitor and ensure all eligible incarcerated persons are placed on DRP CBI, OMCP, and DRP related Grants waiting lists and assigned as appropriate. Audit a percentage of Milestone Completion Credits awarded for accountability and accuracy. Work collaboratively with the institution Classification and Parole Representative (C&PR) to ensure institutional Correctional Counselors are trained and have knowledge of DRP CBI and community programs. Provide awareness on all community and in-prison programs available to incarcerated persons. Provide programmatic resumes for incarcerated persons upon request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 10%                         | Track Community Reentry beds and OMCP cases to ensure the cases are endorsed and provide information to potential participants for programs. Review MCRP tracking on a weekly basis to include cases pending eligibility screening, ICC, Classification Staff Representative review, and transfer to community beds. Report any cases not meeting time constraints to the C&PR Office. Meet with referred/endorsed participants to discuss the program or provide DRP written materials.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5%                          | <b>ADMINISTRATIVE DUTIES:</b> Monitor and enforce program operations and procedures. Facilitate access to the institution via gate clearances, memoranda, identification cards, and/or renewals for visits, training, special events, and tours of program. Serve as liaison with the institution, DRP HQ, and outside agencies. Coordinate and participate in program accountability reviews (PAR). Prepare corrective action plans to assist the institution and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|    | DRP in addressing and targeting remedial action for improvements to existing policies. When required, participate in bargaining unit negotiations as the subject matter expert. Respond to incarcerated person grievances at the appropriate level. Respond to DRP administrative requests for research, special studies, and/or projects. Oversee the California Identification Program (CAL-ID) process. Present DRP related materials to identified incarcerated persons. Complete additional administrative duties as requested. Establish a procedure for meeting CDCR's mandatory training requirements for program staff including the 40-hour orientation training for new contractor staff.                                                                                                                                                                                                                   |
| 5% | <b>CONTRACT ADMINISTRATION:</b> Oversee and monitor contractor staff to ensure they are providing services and activities as determined by the contract. Report and assist HQ DRP staff in surveying, monitoring, and evaluating effectiveness of programs. Help to monitor Rehabilitative Achievement Credit (RAC)/Self-Help Programs through Grants Programs by completing informal audits and submitting them to the grant team at HQ for review. Work monthly mandatory "Third Watch" positions to observe grant activities and CBI programming. Coordinate the annual DRP contractor staff training requirements to include Work Force Development, CCIII meetings, and other DRP sponsored seminars and trainings as required. Provide assistance, equipment, and resources for institutional staff training regarding classification procedures and policies. Attend AOD and Supervisory Training when required |
| 5% | <b>PERSONNEL MANAGEMENT:</b> 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.
- Provides excellent customer service to both internal and external customers. Interacts in a professional manner with integrity and respect. Delivers effective communication and collaboration.

#### 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

- Consequences may result in programming delays and misuse of departmental resources. Such delays can result in decreased Milestone Completion Credits, Educational Merit Credits, or other Achievement Credits that will delay the release/parole of our incarcerated population.

#### 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:

|                                                                                                                                                                                                                                                                                                                                |                        |      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------|
| <ul style="list-style-type: none"><li>• I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</li><li>• I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</li></ul> |                        |      |
| SUPERVISOR'S NAME (Print)                                                                                                                                                                                                                                                                                                      | SUPERVISOR'S SIGNATURE | DATE |
|                                                                                                                                                                                                                                                                                                                                |                        |      |