

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 056-222-9904-XXX			
DIVISION / UNIT COUNSELING		CLASSIFICATION TITLE CORRECTIONAL COUNSELOR I			
		WORKING DAYS/HOURS: Various (Position may require incumbent to work flexible hours and/or overtime).			
		TIME BASE / TENURE	CBID	WWG	COI
			R06	2	Yes ☐ No ☒
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 01/26/2026	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION					
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
The Correctional Counselor I interviews incarcerated persons and evaluates their adjustment to and progress in correctional treatment programs, counsels incarcerated persons on institutional problems; collects, evaluates, and records special behavioral, educational and vocational data on incarcerated persons; abstracts and contributes to cumulative case history data and makes recommendations pertinent to classification and assignment planning. Identifies and reports on special, educational and vocational problems as basis for recommending appropriate programs of educational and vocational training. Maintains case histories on incarcerated persons during confinement and makes recommendations on changes in classification assignments. Prepares board reports on incarcerated person activities in the institution prior to Board appearance and prepares pre-release reports for field use. Assists incarcerated persons with disabilities in understanding, preparing for, and participating in the BPH suitability hearing process as needed. Review SOMS and DECS/BITS to identify the incarcerated person's need for assistance, primary and secondary method of effective communication, adaptive support needs, assistive device(s), or software (e.g., electronic magnifier, personal sound amplification device, Microsoft Ease of Access, etc.) that are required to accommodate the incarcerated person for BPH proceedings. Accommodations shall be provided in a manner to allow privacy and independence. Review BITS at least weekly for any assignments associated with a BPH proceeding. Meet with the incarcerated person and complete a CDC Form 128B, BPH Accommodations Questionnaire, when prompted do so by BITS. Serve the incarcerated person with a Notice of DPV/DNV Rights for BPH Proceedings or a Notice of Deaf-Signer Rights for BPH Proceedings, as applicable. Completes regular computations of classification scores and schedules cases for Classification Committee review and transfer as indicated and advises on case factors used in appropriate disciplinary actions.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
The Correctional Counselor I will have a Correctional Counselor II, Supervisor as a direct supervisor. The major functions include classifying incarcerated persons and housing them within their case factors.					

% 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%	Screening of incarcerated person case factors via SOMS/ERMS and interview incarcerated persons for preparation of: reports, Unit and Initial Classification Committee, update of case factors, program failure, Board of Prison Terms reports, NVSS decisions, Departmental Review Board cases, and other cases as needed. Presentation of incarcerated person case factors, and related issues. Member of the IDTT. Counsel and guide incarcerated persons for adjustment and programming needs. Hold open line. Computer data entry.
30%	Review visiting, marriage, and correspondence requests. Communicate with outside community sources, criminal authority, courts, and incarcerated person family members. Record and update relevant information in SOMS/ERMS. Motivational interviewing of incarcerated persons during open-line as scheduled.
15%	Miscellaneous duties as directed such as but not limited to: interview incarcerated persons for appeals, investigations, and notice incarcerated persons for ICC.
10%	Attend and participate in peace officer training, including weapons qualifications, chemical agents, incarcerated person restraint and searches. Does regular SOMS/ERMS input of updated information and screening of files for lower level, higher level, and program failures.
10%	Conduct data entry and specialized testing of incarcerated persons relating to incarcerated person program development and risk assessment. Order reports for review.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated persons, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental 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 time line 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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