

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Correctional Training Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 101-229-9768-001		MCR / HCR 1/D	
DIVISION / UNIT Community Resources/229		CLASSIFICATION TITLE Muslim Chaplain			
		WORKING TITLE Muslim Chaplain			
		TIME BASE / TENURE PFT	CBID R19	WWG E	COI Yes ☐ No ☒
LOCATION Soledad		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
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 TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Provide spiritual and moral guidance to incarcerated persons. Conducts Islamic religious services. Presides at JUMAH, RAMADAN, and other services. Cooperates with other staff members in carrying out the institution religious program.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Community Resources Manager, the Muslim Chaplain conducts Islamic religious services. Organizes and instructs classes in Islamic religion and ethics. Interview and counsel incarcerated persons on ethnic and moral problems and spiritual matters. Counsel with families on problems involved with incarceration.					
% 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 spiritual and moral guidance to incarcerated persons. Conducts Islamic religious services. Presides at JUMAH, RAMADAN, and other services. Cooperates with other staff members in carrying out the institution religious program.			
30%		Organizes and instructs classes in Islamic religion and ethics. Interview and counsel incarcerated persons on ethnic and moral problems and spiritual matters. Counsel with families on problems involved with incarceration. When designated, serves as member of/or consultant to the Institution Classification Committee.			
20%		Explains and interprets the institution's religious program to community groups. Supervises and facilitates arrangements for programs conducted in the Institution by visiting religious and allied groups. Assists in			

	problems involving welfare agencies where family help is needed. Prepares correspondence and responds to direct inquiries.
10%	Supervises at least two incarcerated individual workers. Responsible for incarcerated person timecards, training, and job evaluation reports.
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 REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated individuals, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- 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
-------------------------	----------------------	------

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
---------------------------	------------------------	------