

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM High Desert State Prison	POSITION NUMBER (Agency-Unit-Class-Serial) 934-222-9903-004		MCR / HCR 1 / D
DIVISION / UNIT Complex II	CLASSIFICATION TITLE Correctional Counselor II, Supervisor		
	WORKING TITLE Correctional Counselor II, Supervisor		
	TIME BASE / TENURE P/FT	CBID R06	WWG 2
		COI Yes ☐ No ☐	
LOCATION Facility D	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			
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			
Under the general direction of the Complex II Department.			
GENERAL STATEMENT			
Under the supervision of the Facility Captain, the Correctional Counselor II (Supervisor) assigns and reviews work of Correctional Counselor Is. Is responsible for instructing and assisting with In-Service Training Programs. Evaluates staff performance and takes or recommends appropriate action. Assigns and reviews cases. Counsels with and gives assistance to Correctional Counselor Is on difficult case problems. Provides casework services to selected incarcerated individuals and serves as a treatment consultant to the custodial staff in segregation units. Supervises and checks the compilation of case records to determine that policies and procedures are followed. Follows up on specific classification recommendations. Assists in the development of effective casework procedures. May carry a reduced caseload. Coordinates the work of the Department of Corrections with law enforcement agencies and interested public. Performs special assignments and duties. Consults with custodial, education, care and treatment of staff. Makes recommendations to parole services regarding supervised or retention of incarcerated individuals. Will act as the Assistant ADA Coordinator in their areas of responsibilities and will be responsible for monitoring ADA compliance on their facility. Will be responsible for providing training to staff regarding ADA compliance on their facility. May act as Facility Captain during his/her absence. CCII Supervisors may be required to cross-over other CCII Supervisor positions on a temporary basis due to vacancies, vacation, training or any other assignments due to institutional need. Assignments for coverage will be at the discretion of CDW.			
Responsible for assisting 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.

% 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.
30%	Attends facility classification subcommittee meetings and functions as the senior-counseling representative. Scrutinizes all relevant case factors and assures compliance with Section 2930 and Section 2933 of the Penal Code. Reviews classification chronos prepared by the Correctional Counselor Is, assuring clarity and accuracy. Audits all CDC 840's (Classification Score Sheet). Provides direct supervision for the assigned Correctional Counselor Is.
30%	Assigns, logs and monitors caseload services to Correctional Counselor Is, including RHU. Assigns incarcerated individual grievances and special case actions such as temporary community release, pre-release reports, Board of Prison Term Reports, Deputy Director Review Reports and Director Review Reports. Trains Correctional Counselors in the preparation of reports, assuring quality content. Conducts regular audit of casework services.
20%	Responds to incarcerated individual requests for interview, referrals from the Captain (AI), Program Lieutenant or Correctional Counselor I's. Prepares grievance responses for the Reviewing Authority, conducts inquiries for allegations of staff misconduct not on the allegation decision index and prepares associated fact gatherer assignment summary for the reviewing authority. Investigates outside stakeholder concerns and prepares correspondence response letters for review by the hiring authority. Participates in facility disciplinary subcommittee. Coordinates with other facility counseling services, assuring consistency of services and necessary input.
15%	Prepares performance evaluations and conducts formalized training for facility or complex staff. Distributes and explains changes in prison operation procedures or departmental policy. Responds to staff concerns or grievances. Performs peace officer duties including maintaining order, the safety of persons and property, replacing and/or assisting custodial staff during emergency situations, and other duties as assigned. Participates in regularly scheduled facility, complex or prison meetings. Represents the Facility Captain in administrative staff meetings. Participates in prison task force meetings and completes assigned staff work. Will act as the Assistant ADA Coordinator in their areas of responsibilities and will be responsible for monitoring ADA compliance on their facility. Will be responsible for providing training to staff regarding ADA compliance on their facility. May act as Facility Captain during his/her absence.
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 prison incarcerated 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 Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

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 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
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