CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CENTINELA STATE PRISON (CEN)	403-229-9912-003			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Native American Spiritual Leader			
	WORKING TITLE			
Division of Adult Institutions / California Department of Corrections and Rehabilitation	Native American Spiritual Leader			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R19	2	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Religious Services				

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

Under the direction of the Community Resource Manager, the Native American Spiritual Leader is to provide spiritual and moral guidance to incarcerated persons and to conduct and/or facilitate Native American spiritual ceremonies, oral traditions and cultural studies. **To meet the criteria for monthly Incarcerated person, Pay, you must supervise a minimum of 2 incarcerated-person workers, who substantially replace civil service employees for a combined total of at least 173 hours per month. In addition, you must attach a letter to your monthly CDCR 998-A, Employee Attendance Record certified by your supervisor that the criteria to receive Incarcerated person Pay was met allowing the Personnel Office to proceed with monthly Incarcerated person Pay. CDCR 998-As submitted without the required certification will be sufficient cause to discontinue the monthly Incarcerated person Pay incentive. Employees receiving Incarcerated person Pay are responsible for retention of incarcerated person timesheets at each worksite. When incarcerated people are unassigned, it is your responsibility to contact the Incarcerated person Assignments**

Office to have incarcerated persons assigned to meet the above criteria. If the criteria are not met, you are not entitled to receive Incarcerated person Pay and you must notify the Personnel Office immediately. In order to reinstate the Incarcerated person, Pay, you must notify the Personnel Office as soon as the criteria are met.

GENERAL STATEMENT

The Native American Spiritual Leader is responsible for Facilitate and supervise religious ceremonies and services as needed by incarcerated persons. Counsel incarcerated persons on ethical and moral problems, spiritual matters, and cultural perspective.

% 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%	Plan, organize and conduct Native American Spiritual ceremonies including but not limited to the drum, tobacco, and revitalization ceremonies.
30%	Organize and instruct activities in Native American Spiritual expression, oral tradition, ethics, cultural heritage and sacred music.
25%	Gather materials necessary to conduct Native American spiritual services (i.e. wood, rock, and other necessary items
10%	Facilitate and supervise religious ceremonies and services as needed by incarcerated people. Counsel incarcerated persons on ethical and moral problems, spiritual matters, and cultural perspective. Attend all mandatory In-Service training.
5%	Perform administrative duties including, but not limited to adhering 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 people, visitors, non-employees, and employees shall be made aware of this.
NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

INCARCERATED PERSON SUPERVISORY RESPONSIBILITIES: When incarcerated person labor is utilized, the Native American Spiritual Leader is responsible for supervising incarcerated person conduct, maintaining strict control over materials which could be used to make weapons; maintaining timecards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed.

QUALIFICATIONS: Knowledge of Native American ceremony or cultural events; human development, particularly of aberrant behavior and the elements of emotional maturity; purposes of mental and correctional institutions; methods of rehabilitation.

EDUCATION and/or EXPERIENCE: Either I: Experience: Currently recognized as a spiritual leader and in good standing with his/her Native American Tribe, Nation, Band or Rancheria. (All candidates must attach to their application a letter of certification of good standing issued by his/her Native American Tribe, Nation, Band or Rancheria.) **And Experience:** Two years of experience as a

recognized Native American spiritual leader practicing in a setting recognized by his/her Native American Tribe, Nation, Band or Rancheria.

LANGUAGE SKILLS: Ability to read, analyze, and interpret policies and procedures; to effectively present religious education and information to incarcerated people, public groups, and management.

MATHEMATICAL SKILLS: Ability to apply basic mathematical concepts such as addition, subtraction, fractions, and percentages.

REASONING ABILITY: Ability to analyze situations accurately and adopt an effective course of action.

CERTIFICATES, LICENSES, REGISTRATIONS: See **Education and/or Experience**.

OTHER QUALIFICATIONS Knowledge of Native American ceremony or cultural events; human development, particularly of aberrant behavior and the elements of emotional maturity; purposes of mental and correctional institutions; methods of rehabilitation.

SPECIAL DESIRABLE QUALIFICATIONS: Equivalent to graduation from high school.

SPECIAL PERSONAL CHARACTERISTICS: Demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; emotional stability; firmness; patience; self-control; tact; neat personal appearance; good judgment in moral, ethical, and religious matters.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Sexual Harassment Policy:
Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010

*Initial:*_____
Code of Conduct:
As an employee of the Division of Adult Institutions, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated persons and wards, families of incarcerated persons and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.
Initial: _____

Incompatible Activities:
Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

*Initial:*_____
COMMENTS: Work hours are 0800-1600 with Monday and Tuesday off. Work hours may vary depending on the needs of the Religious Services Programs.

Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position and by discussion of the duties with the incumbent.

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 WITH A COPY OF THIS DUTY STATEMENT.*		
SUPERVISOR'S NAME (Print)	**SUPERVISOR'S SIGNATURE**	**DATE**