CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Calipatria State Prison	178-222-9903-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Counselor II, Supervisor			
	WORKING TITLE			
Division of Adult Institutions / Counseling	Correctional Counselor II, Supervisor			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	S06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
7018 Blair Road, Calipatria, CA (Imperial County)				

CDCR'S MISSION, VISION and COMMITEMENT

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.

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.

DIVISION OVERVIEW

Strive to enhance the safety and wellness of our staff, community and incarcerated persons for which we are responsible, while providing quality health care and meaningful rehabilitation.

GENERAL STATEMENT

Under general direction of the Captain, Adult Institution, and indirect supervision of the Correctional Counselor III, the Correctional Counselor II, Supervisor has overall responsibility for the casework and treatment concerns of the incarcerated persons on the Facility. He/she provides first line supervision and training for assigned Correctional Counselors. The Correctional Counselor II (Sup) is responsible for timely and efficient operation of all classification hearing.

% 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%	Attend facility classification subcommittee meetings and functions as the senior counseling representative; scrutinizes all relevant case factors and assures compliance with Sections 2930 and 2933 of the Penal Code; review classification chronos prepared by the Correctional Counselors (CCI's) assuring clarity and accuracy. Audit all

	Classification Score Sheets. Reviews, corrects, accounts for classification chronos, RPS, BPT lifer reports, legal correspondence to other agencies and for warden's signature. Audit and prepare C-file for CSR review. Prepare and present cases for institutional Classification Committee. Review, record, and prepare Unit Classification referrals, ducats, call sheets, distribution and follow-up information.
30%	Assigns, logs, and monitors caseload services to CCI's; assigns incarcerated person appeals and special case actions such as temporary community release, pre-release reports, Board of Prison Hearing Reports, Deputy Director Review Reports and Director Review Reports; trains CCI's in the preparation of reports, assuring quality and content; conducts regular audit of casework services. Responsible to identify training needs among subordinates and to arrange for training to correct those needs through classes presented by the Correctional Counselor II or the Institutional Service Training staff. Supervise, train, and develop subordinate staff.
20%	Respond to incarcerated person requests for interview, referrals from the Facility Captain, Lieutenant or CCI's; investigates and responds to incarcerated person appeals at first or second levels; participates in facility disciplinary sub-committees; coordinates with other facility counseling services, assuring consistency of services and necessary input. Research and respond to first or 2nd Level Response of Incarcerated person Appeals. Answer phones regarding pertinent information, direct, delegate, informs proper Counselor of family emergencies, deaths, TCL, (etc.).
10%	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. Maintenance of manuals, dissemination of pertinent information, incorporates information and/or procedural changes to responsibilities.
5%	Prepare performance evaluations and conduct formalized training for facility or complex staff; distributes and explains changes in prison operation procedures or departmental policy; respond to staff concerns or grievances. Attends 40 hours of combined In-Service Training/On-the-Job Training annually.

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 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.
- **Qualifications: To** perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Education and/or Experience: Either** I: One year of experience in the California state service performing correctional casework duties at a level of responsibility equivalent to Correctional Counselor I. Or II: In a California state adult correctional institution either: 1. One year performing the duties of Correctional Program Supervisor III; or 2. Two years performing the duties of a Correctional Program Supervisor II. and Education: Equivalent to graduation from a recognized four-year college. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis.) Or III: Experience: Two years of experience in collecting, evaluating, and interpreting social, behavioral, and vocational data for purposes of counseling and promoting individual adjustment. This experience must have been gained in one or a combination of the following fields: probation, parole, or correctional casework. (Completion of one year of graduate training in a recognized school in a field of social work, clinical psychology, criminology, or sociology, administration of justice, correctional science, criminal justice, psychology, or other related behavioral science field may be substituted for one year of the required experience.) and Education: Equivalent to graduation from a recognized four-year college. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis.) (In appraising experience, more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibility than to the length of his/her experience.)
- **Language Skills:** Ability to keep records, prepare reports, and to speak and write effectively.

- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to apply the principles and practices of counseling and guidance; interpret test results; evaluate sociological, psychological, psychiatric, and vocational findings and make recommendations; coordinate the work of professional and technical employees in incarcerated person guidance and classification work; secure accurate social data and record such data systematically; organize and prioritize work; evaluate situations accurately and take effective action; respond effectively to emergency situations; interpret institutional/departmental policies, rules and regulations; recognize and handle dangerous situations for incarcerated persons and staff.
- **Other Skills And Abilities:** Knowledge of prison administration; principles and practices of personnel management, and effective supervision and planning, organizing and directing the work of others; training methods and planning and conducting in-service training programs; principles and procedures of incarcerated person classification, assignment, and transfer in correctional institutions; principles and practices of counseling and guidance; causes of crime and delinquency; casework theory and practice and the principles of individual and group behavior; purposes, activities, regulations, and functions of the California Department of Corrections and the Board of Prison Terms; educational, psychological and vocational tests used in counseling and placement work and interpreting test results; principles and practices of vocational guidance and occupational placement; principles of verbal and written expression; correctional casework procedures; an understanding of the range of normal and abnormal human behavior; the policies and procedures of custody; methods used and problems involved in the supervision and adjustment of incarcerated persons; the various prison gangs, gang behavior, and the threat of gang action in an institutional setting; group processes and dynamics, including various roles played by group participants and different types of questions or modes of inquiry which can be used in group settings; and the labor-management relationship under the collective bargaining law.
  Command the respect and trust of incarcerated persons and staff; meet deadlines; deal tactfully/diplomatically with sensitive issues; deal effectively with a high volume of work; work under pressure; work independently; control an interview with an incarcerated person; adjust to changes in assignments; work with a team of people from a variety of occupations and professional disciplines; motivate an incarcerated person toward specific goals; recognize and handle dangerous situations for incarcerated persons and staff; and maintain regular attendance and be punctual.
  Ability to perform peace officer duties which include maintaining order and supervising the conduct of incarcerated persons, protecting and maintaining the safety of persons and property, inspecting premises and searching incarcerated persons for contraband, and replacing and/or assisting custodial staff during emergency situations, such as fights, attempted escapes, or major incidents, such as riots.
- **Special Personal Characteristics:** Demonstrated supervisory ability; capacity for assuming a progressively greater responsibility as evidenced by recent employment history; neat personal appearance; adaptability; emotional maturity and stability; tact; patience; willingness to work irregular hours; satisfactory record as a law abiding citizen; normal or corrected to normal hearing; sound physical condition; strength, endurance, and agility; willingness to report for duty at any time due to an emergency crisis.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
  The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:
  Constantly: Involves 2/3 or more of workday
  Frequently: Involves 1/3 to 2/3 of workday
  Occasionally: Involves 1/3 or less of workday
  N/A Activity or condition is not applicable
- **Temperatures Extremes:** Depending upon the season, exposure to temperatures ranging between 32ºF and 110ºF may be experienced while waiting for the shuttle or, lacking that, walking to a Facility.
- **Working Surfaces:** Employee works on a linoleum-covered floor.
- **Noise and Vibration:** Exposed to noises made by incarnated persons in the facility.
- **Machines, Tools, Equipment, And Work-Aids:** Dictaphone, telephone, photocopier, shredder, fax machine, and personal computer.
- **Comments:** Work hours are 8:00 a.m. through 4:30 p.m., Monday through Friday.
- Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position and through observation of duties as they are currently performed.

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