CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

[X] PROPOSED

[ ] CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Sierra Conservation Center	099-222-9901-973			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Counselor II (Specialist)			
	WORKING TITLE			
Programs Division	Assistant Classification & Parole Representative (C&PR)			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	R06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Jamestown, California			10/26/2026	

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

The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated people in the Conservation Camp Program. SCC administers 27 male camps located throughout the State of California.

GENERAL STATEMENT

Under the general direction of the Classification and Parole Representative (C&PR) the Correctional Counselor II (Specialist), performs specific detailed duties related to Penal Code 1203.4b, SB 245, SB 2147 and assists in the screening, monitoring and coordinating of paroles and transfers within SCC and Camps and transfers into and out of SCC. This includes reporting all trends, defects and problems in the above areas to C&PR.

% 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.
60%	Serve as primary point of contact between the C&PR and the county courts or attorneys related to PC 1203.4b. Audit incoming *Petitions for Dismissal* and *Orders for Dismissal* for legal completeness and technical accuracy. Review petitioner history to verify successful completion of a conservation camp fire hand crew or institutional

	firehouse program. Evaluate criminal records against statutory exclusions, ensuring petitioners do not have disqualifying convictions. Run daily report to identify eligible individuals who have successfully participated as a hand crew member at a conservation camp or institutional firehouse and provide certificate upon release pursuant to Senate Bill 245. Respond to county court/attorney phone calls or emails, ensuring effective communication between institution and county/attorney. Send completed documents to records for Records Staff to scan into ERMS and mail to county courts. Log all completed petitions in a spreadsheet.
15%	Assist in the review and endorsement of intra-facility transfers including placement in or removal from Camps. Consult with custodial, educational, and medical/mental health staff to ensure proper placement of incarcerated people in educational, vocational, and/or medical/mental health programs.
10%	Assist in the screening of scheduled intake into SCC and transfers out of SCC to ensure appropriate endorsement and placement at SCC and Camps.
5%	Assist in maintaining adequate and continuing communication between SCC and Classification Services Unit, Population Management Unit, Health Care Placement Oversight Program (HCPOP), SCC Medical, Camps and other Institutions.
5%	Perform all custody duties in accordance with the Peace Officer Standards and Training (POST) to maintain the security of the institution and the safety of incarcerated people, staff and others.
5%	Perform special assignments and studies assigned by the C&PR.

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 individuals, visitors, non-employees and employees shall be made aware of this.
- Maintenance of Peace Officer Standards and training in accordance with Penal Code 832 and Department 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