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
Board of Parole Hearings	065-156-9283-001-083,918			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Psychologist - Clinical			
	WORKING TITLE			
Forensic Assessment Division /Offender Screening Unit	Psychologist - Clinical			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/PERM	R19	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento County				

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

The Board of Parole Hearings (BPH) maintains a high performing parole hearing system to protect and preserve public safety through the exercise of its statutory authorities and policies while ensuring due process to all incarcerated persons who come under the jurisdiction of the BPH.

GENERAL STATEMENT

Under the general direction of the Senior Psychologist (Supervisor), the Psychologist- Clinical (CF) will administer violence risk assessments pursuant to Title 15 CDCR, Division 2, Chapter 3, §2240 in support of the Board of Parole Hearings' consideration of incarcerated individuals' parole suitability. Individual workload management and adherence to deadlines is crucial.

% 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%	Conduct risk assessments of Incarcerated individuals (Penal Code 5079). Review central files and health records at institutions to obtain comprehensive background information regarding criminal and mental health histories; conduct forensic examinations of incarcerated individuals for the purpose of determining incarcerated individuals' level of dangerousness and need for incarcerated individual risk management; administers structured risk assessment instruments and applies findings as required by statutes and policy.
35%	Input risk assessment data into the board's information technology system, prepare written risk assessment draft reports, based on review of incarcerated individuals' records and direct examinations of incarcerated individuals; submit draft for supervisory review and consult with senior psychologist; edit and finalize risk assessment report
10%	Attends training relevant to clinical and forensic assessment. Participate in consultations with Chief Psychologist, Correctional (CF), conduct peer evaluations of risk assessments completed by other clinical evaluators and participate in other quality improvement activities to ensure the best possible compliance with the provisions of penal codes to maintain quality control of decision-making processes and procedures and evaluation performance standards.
10%	Periodically observes parole hearings in a non-participator role. As needed, correct any factual errors within incarcerated individual reports and/or provide clarification; and provide other related information as may be required to assist the Lifer Hearings process.
5%	Perform problem-solving actions regarding Lifer evaluation issues; attend staff meetings; and perform other duties in support of Lifer evaluations as required.
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 incarcerated people, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: 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

065-156-9283-001-083,918

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**