CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Headquarters	065-238-9901-021			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Counselor II, Specialist			
	WORKING TITLE			
Adult Institutions, Americans with Disabilities Act Collaboration and Training Team	Correctional Counselor II, Specialist			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	R06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Kern Valley State Prison				

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

Americans with Disabilities Act Collaboration and Training Team organizes and directs departmental actions in response to the Armstrong vs. Newsom and Clark vs. Newsom class action litigation. The Unit assists the field with matters related to the Department's Disability Placement Program and Developmental Disability Program, development and implementation (including training) of policies and procedures related to class members, and assists with responding to inquiries, requests for information, and/or policy clarification from internal and external stakeholders.

GENERAL STATEMENT

Under the general direction of the ACTT Field Captain (AI), the Field CCII Specialist is responsible to assist their assigned institution(s) which they are physically assigned, both achieving and maintaining compliance with the Americans with Disabilities Act (ADA), Disability Placement Program (DPP/Armstrong) and Developmental Disability Program (DDP/Clark). The ACTT Field CCII Specialist shall have direct reporting responsibility to the ACTT Field Captain (AI) with daily supervision by the Institution ADA Coordinator. The ACTT Field CC II Specialist will assist the ADA Coordinator in identifying corrective measures in response to audits, litigation, and monitoring tour reports, identifying noncompliance issues and corrective action plans. The ACTT CCII Specialist works collaboratively with the institution ADA Coordinator as well as other institution staff as needed while maintaining contact with ACTT Headquarters (HQ) staff.

% 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%	Review/Monitor all field aspects of the DPP/DDP processes, systems, institution operations, procedures, manuals, policies, and staffing at the assigned institution, including review of any DDP new arrivals for proper housing / screening and tours of institution facilities.
20%	Review class member's central file information related to DPP/DDP Disciplinary including 114D's, Classification, Appeals, Program/Services/Activities, and Population Placement Tracking for overall compliance with the respective Remedial Plans and court orders. Coordinate with ACTT HQ staff and provide DPP policy clarification to institutional staff
10%	Evaluate and monitor the Disability and Effective Communication System (DECS) for accurate housing of DPP/DDP incarcerated persons according to their restrictions including direct review of the DPW Exception Report, Effective Communication Interview Overdue, IDST Overdue, Expedited Transfer Report, and Extended Stay Reports for Reception Centers. Review similar housing information utilizing SOMS.
10%	Review (as directed by Office of Legal Affairs, ACTT or the ADA Coordinator), DPP/DDP related issues or concerns, interview incarcerated persons and staff as necessary, review incarcerated persons files, and prepare written reports of findings and suggestions for resolution. Research and assist ADA Coordinator respond to Plaintiff's inquires and advocacy letters as assigned by ACTT. The Field CC II Specialist will contact designated ACTT HQ staff with information respective to their institution.
5%	Meet regularly with and/or communicate with the ADA Coordinator as needed for review of non-compliance issues. Participate in meetings, and 1824 panels associated with ADA/DPP/DDP compliance. Attend mandatory meetings, periodic training, and conference calls with ACTT HQ, and perform other duties as assigned/required to ensure the institution's compliance with Department DPP/DDP Policies, Procedures; as well as ADA laws at the Federal and State level.
5%	Provide guidance and assist resources who provide institution training up to and including providing On-The-Job training as a subject matter expert. Prepare and gather various monthly, quarterly, annual, and special request managerial information reports related to compliance with various court mandates for CDCR management. Develop reports and meet with staff as needed.
5%	Monitoring Tours - The ACTT Field CC II Specialist will assist in preparing the institution for plaintiffs DPP/DDP monitoring tours which includes assisting with review of the document production process completed by the institution, and ensure all requested documents are present prior to submitting for plaintiff review as well as participating in all Compliance Reviews and tours by plaintiffs
5%	Provide compliance monitoring relative to other class action lawsuits and ensure ADA/DPP/DDP mandates are met specific to the transition to Parole Process and the Board of Parole Hearings proceedings.
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 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 Department Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

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

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