CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
San Quentin Rehabilitation Center	095-222-9901-006			1/D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Counselor II- Specialist			
	WORKING TITLE			
Adult Institutions / Psychiatric In-Patient (PIP) and Correctional Treatment Center (CTC)	CCII- Specialist, PIP			
	TIME BASE / TENURE	CBID	WWG	COI
	FT	R06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
San Quentin, CA				

CDCR'S MISSION and VISION

Mission
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision
We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Health Care Access Unit Captain, this position is assigned to the Health Care Access Unit at San Quentin Rehabilitation Center, and involves the management of a caseload in the Psychiatric In-Patient Unit and Correctional Treatment Center to include performing peace officer duties as required.

% 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.
40%	Upon completion of a thorough evaluation of all case factors, the CCII shall attend actively participate in Interdisciplinary Treatment Team (IDTT) meetings and classification committees on all cases assigned, making appropriate recommendations for placement in the Psychiatric In Patient (PIP) Unit, Correctional Treatment Center (CTC), or other institution and or departmentally approved programs, based upon the classification score, administrative determinants (i.e., escapes, medical, psychiatric needs), relevant case factors and various programs for which the incarcerated person expresses interest. Conduct Mechanical Restraints Reviews at IDTT meetings. Review for Maximum Custody Reduction per Memorandum dated March 09, 2022 as appropriate.
35%	The CCII shall interview assigned incarcerated people prior to completing reports required in committees and document acquired information as appropriate. When the interview reveals that an incarcerated person's current housing poses a threat to safety of persons and/or the security of the institution, the CCII shall make arrangements via the HCAU Lieutenant/Captain for appropriate housing. (This includes apparent psychological/medical needs.) This will

	include completion of Confidential Safety Closures if the information is considered confidential pursuant to California Code of Regulations (CCR) title 15 Section 3321 Confidential Material.
10%	Provide routine and emergency casework service to assigned incarcerated people, which may include, but are not limited to: investigate requests from incarcerated people for emergency telephone calls. Respond to contacts from family members or other interested parties and other agencies concerning incarcerated people assigned to your caseload. Process Inmate Correspondence Request forms (CDC 1074). Prepare informal responses to incarcerated person grievances and appeals. Serve as the institution Heat Plan Coordinator, ensure the Heat Medication List is distributed, collect monthly Heat Logs, complete monthly reporting memo for administrative signatures.
10%	Attends all meetings, trainings, IST, and seminars as needed or required by DOM, including annual range qualification and other PC 832 requirements. Attend meetings regarding Health Care Access Unit issues as instructed by your supervisor. It is the CCII's responsibility complete all required training provided via LMS.
5%	Perform special projects/assignments as directed by your supervisor, including, but not limited to: Assignments as a Staff Assistant or Investigative Employee, assist/replace custodial staff during emergency situation and other related work. Works as the Youth Offender Program Coordinator by facilitating mentor and mentee participation and monitoring progress.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all incarcerated people, visitors, nonemployees and employees shall be made aware of this.

Knowledge and Abilities:

Knowledge of: 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 Rehabilitation 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 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; training methods and planning and conducting in-service training programs.

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; speak and write effectively; command the respect and trust of incarcerated persons and staff; organize and prioritize work; meet deadlines; deal tactfully/diplomatically with sensitive issues; evaluate situations accurately and take effective action; deal effectively with a high volume of work; work under pressure; respond effectively to emergency situations; work independently; control an interview with an incarcerated person; interpret institutional/departmental policies, rules and regulations; 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.

Special Personal Characteristics: Demonstrated capacity for assuming progressively greater responsibility as evidenced by a recent employment history; neat personal appearance; adaptability; and 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 anytime of emergency crisis.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to wear personal protective equipment (stab proof vests), and; clothing and breathing apparatus to prevent injuries and exposures to blood/air borne pathogens.

- Must range qualify; keep firearm in good condition; fire weapon in combat/emergency situation.
- Must be able to swing baton with force to strike an incarcerated person.
- **Disarm, subdue and apply** restraints to an incarcerated person.
- **Defend self** against an incarcerated person armed with a weapon.
- **Inspect incarcerated persons** for contraband; conduct body searches.
- **Read, write and count.**
- **Walk** occasionally to continuously.
- **Run** occasionally: run in an all-out effort while responding to alarms or serious incidents; distances vary from a few yards up to 400 yards; running may take place over varying surfaces including uneven grass, dirt areas, pavement, cement, etc.; running can include stairs or several flights of stairs maneuvering up or down.
- **Climb** occasionally to frequently: ascent/descent or climb a series of steps/stairs, several tiers of stairs or ladders as well as climb onto bunks/beds while involved in cell searches; must be able to carry items while climbing stairs.
- **Crawl** and crouch occasionally: crawl or crouch under an incarcerated person's bed or restroom facility while involved in cell searches; crouch while firing a weapon or while involved in property searches.
- **Stand** occasionally to continuously: stand continuously depending on the assignment.
- **Sit** occasionally to continuously: sit while performing record keeping or report writing activities; observing designated areas; and driving activities.
- **Stoop** and bend occasionally to frequently: stoop and bend while inspecting cells, physically searching incarcerated persons from head to toe; and while performing janitorial work including mopping and cleaning.
- **Lift and carry** continuously to frequently: lift and carry in the light (20 pound maximum) to medium (50 pound maximum) range frequently throughout the workday and in the very heavy lifting range (over 100 pounds) occasionally; lift and carry an incarcerated person and physically restrain the incarcerated person including wrestling an incarcerated person to the floor; drag/carry an incarcerated person out of a cell; perform lifting/carrying activities while working in very cramped space.
- Continuously wear equipment belt weighing 15 pounds.
- **Pushing and pulling** occasionally to frequently: push and pull while opening and closing locked gates and cell doors throughout the work day; pushing and pulling may also occur during an altercation or the restraint of an incarcerated person.
- **Reaching** occasionally to continuously: reach overhead while performing cell or body searches, etc.
- **Head and neck** movement frequently to continuously throughout the workday. Move or use head/neck while performing regular duties including observing and the surveillance of incarcerated persons; neck movements include both side to side as well as flexing downward and backward.
- **Arms** movement occasionally to continuously.
- **Hand and wrist** movement frequently to continuously: move/use as well as grasp and squeeze with their hands and wrists while performing their regular duties. Fine finger dexterity is required when report writing (i.e. incident reports) and in the loading and unloading of weapons, searching of

incarcerated persons and in the operation of various communication devices. Move/use hands and wrists independently of each other.
- **Bracing** occasionally: brace while restraining an incarcerated person; during an altercation; or while performing a body search.
- **Press** occasionally: press with legs/feet while driving a vehicle.
- **Twisting** of the body frequently to continuously: twist body in all directions while performing regular duties; twisting may take place with the body in an upright position while either standing or walking.
- **Vision acuity** of 20/60 or better in each eye without correction and corrected vision of 20/20 in each eye.
- **Hearing acuity**: Must meet standards as set forth in the California Department of Corrections & Rehabilitation's hearing protocol.
- Perform regular duties indoors or outdoors, or a combination of indoors or outdoors.
- Perform regular duties while exposed to varying weather conditions and temperatures as well as in temperature controlled environments.
- Perform regular duties on a wide range or working surfaces; which may become slippery due to weather or spillage of liquids and grease.
- **Remain functional with exposure to fumes, gases and various chemicals**, such as but not limited to pepper spray and tear gasses. Must be able to defend self, staff, and incarcerated persons during incidents when chemical agents are being deployed.
- Must have mental capacity to be aware/alert in their observation/identification of security risks. CC-'s are at risk to a variety of incarcerated person behaviors, including but not limited to aggressive or violent incarcerated persons; psychological manipulation; or verbal abuse/harassment. CC-'s must also have mental capacity for exposure to very unpleasant situations including incarcerated persons who have attempted or committed suicide by hanging themselves in their cell or slashing their wrists; or incarcerated persons who throw bodily fluids at them.
- Must have the mental capacity to judge an emergency situation, determine the appropriate use of force, and carry out that use of force. Use of force can range from advising an incarcerated person to cease an activity to firing a lethal weapon at an incarcerated person when another life is threatened with great bodily harm or death.
- Must have the mental ability to recall an incident in order to accurately document the incident in writing.

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.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The employee utilizes a personal computer, printer, paper shredder, photocopier and the usual office equipment.

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 times as follows: Demonstrate professionalism, honesty, 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, supervised individuals, 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:_____

Nepotism/Fraternization Policy:

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25

Initial:_____

COMMENTS: Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.

CORRECTIONAL COUNSELOR ROLE IN BOARD OF PAROLE HEARINGS PROCEEDINGS FOR INCARCERATED PERSONS WITH DISABILITIES

- Responsible for assisting incarcerated persons with disabilities in understanding, preparing for, and participating in the BPH suitability hearing process as needed.
- Review SOMS and DECS/BITS to identify the incarcerated person's need for assistance, primary and secondary method of effective communication, adaptive support needs, assistive device(s), or software (e.g., electronic magnifier, personal sound amplification device, Microsoft Ease of Access, etc.) that are required to accommodate the incarcerated person for BPH proceedings. Accommodations shall be provided in a manner to allow privacy and independence.
- Review BITS at least weekly for any assignments associated with a BPH proceeding.
- Meet with the incarcerated person and complete a CDC Form 128B, BPH Accommodations Questionnaire, when prompted do so by BITS.
- Serve the incarcerated person with a Notice of DPV/DNV Rights for BPH Proceedings or a Notice of Deaf-Signer Rights for BPH Proceedings, as applicable.

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 time line 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