CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Folsom State Prison	071-222-9903-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Counselor II (Supervisor)			
	WORKING TITLE			
	CC II SUP			
Housing Unit X	TIME BASE / TENURE	CBID	WWG	COI
	PERM/FT	S06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
300 Prison Rd. Represa CA 95671				

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

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

GENERAL STATEMENT

Under the direction of the Custody Captain, the Correctional Counselor II, Supervisor (CC II, Sup) assigns and reviews work of the Correctional Counselor I; instructs and assists with in-service training programs evaluates staff performance and takes or recommends appropriate action; assigns and reviews cases and counsels with and gives assistance to Correctional Counselor I's on difficult case problems, provides case work services to selected Incarcerated Persons (IP) and services as a treatment consultant to the custodial staff in segregation units; supervises and checks the compilation of case records to determine that policies and appropriate procedures are followed; follows-up on specific classification recommendations; assists in the development of effective casework procedures; performs special assignments and duties; consults with custodial, educational and care and treatment staffs; makes recommendations to parole services regarding parole or retention of IPs.

% 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.
25%	Attends facility (unit) classification subcommittee meetings and functions as the senior counseling representative; scrutinizes all relevant case factors and assures compliance with Section 2930 and Section 2933 of the Penal Code; reviews classification chronos prepared by the Correctional Counselor, assuring clarity and

	accuracy; audit all CDC 840, Classification Score Sheets. Participates in initial classification committees. Prepares and conducts Ad Seg ICC Audit CSR file.
20%	Assigns, logs, and monitors caseload services to Correctional Counselor I's; assigns IP appeals and special case actions such as temporary community release, pre-release reports, Board of Prison Term Reports, Deputy Director Review Reports and Director Review Reports. Distributes CDC 115's and CDC 128B-1's to the Correctional Counselor I staff to facilitate required committee action.
15%	Responds to IP requests for interview, referrals from the Custody Captain, Program Lieutenant or Correctional Counselor I's; investigates and responds to IP appeals at informal, first or second levels; participates in facility disciplinary sub-committees; coordinates with other facility counseling services, assuring consistency of services and necessary input. Responds to correspondence, IP interviews, investigations, special projects, and telephone contacts. Reviews Board of Prison Term Reports, PC 1170D reports, appeals, and other work submitted by the Correctional Counselor I.
10%	Monitors the input of case factors into the Distributed Data Processing System (DDPS), and ensures casework compliance with departmental policy and court mandates. Supervises the compilation of case records to ensure the adherence to procedures and policies. Audits the case book of the assigned counselor for accuracy and completeness.
10%	Participates in regularly scheduled facility, complex or prison meetings; represents the Custody Captain in administrative staff meetings; participating in prison task force meetings and completed assigned staff work. Attends required IST classes (to include range training, escape procedures, sexual harassment, infectious diseases).
5%	Prepare performance evaluations (annual performance reports and probationary reports). Evaluates merit salary adjustments. Prepares letter of instruction/appreciation/commendation. Conducts formalized training for facility or complex staff; distribute and explain changes in prison operation procedures or departmental policy; respond to staff concerns or grievances. Conducts weekly staff meetings. Reviews the work of Correctional Counselor I for quality control and accountability. Prepares monthly Unit II work schedule. Train Correctional Counselors in the preparation of reports, assuring quality and content; conduct regular audit of casework services.
5%	Serves as a consultant to custody staff on unusual or difficult cases, assists in the development of effective casework procedures, follow-up on specific classification and Board of Prison Term recommendations, monitor movement level for Restricted Housing placements. In the event a CCI is unavailable, a CCII Sup may assist with the following. Assists with Board of Parole Hearings (BPH) documentation and reports. May assist incarcerated persons with disabilities in understanding, preparing for, and participating in the BPH process, as needed. Review SOMS/BITS to identify the incarcerated persons need for assistance, primary and secondary method of effective communication, adaptive support needs, assistive device(s) or software 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 BPH proceedings. Meet with incarcerated persons and complete a CDCR form 128B, BPH Accommodation Questionnaire, when prompted by BITS. Serve incarcerated persons with a Notice of DPV/DNV Rights for BPH proceedings or a notice of Deaf-Signer Rights for BPH proceedings, as applicable.
5%	**Personnel Management** Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.

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 IPs, 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.

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 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