CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
MULE CREEK STATE PRISON	025-222-9903-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	CORRECTIONAL COUNSELOR II (SUPERVISOR)			
	WORKING TITLE			
DIVISION OF ADULT INSTITUTIONS	CORRECTIONAL COUNSELOR II (SUPERVISOR)			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	S06	E	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
IONE, CA – AMADOR 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.

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

Under general supervision, as a sworn essential public safety officer, to assemble, organize, analyze, and record information necessary for classification and parole planning for prison incarcerated person(s); to interview and counsel incarcerated person(s) and assist with their adjustment and development or modification of the incarcerated person(s) program in a correctional setting; to perform peace officer duties as required, and to replace and/or assist custodial staff during emergency situations, such as fights, attempted escapes, or major incidents, such as riots; to maintain order and supervise the conduct of incarcerated person(s); to maintain the safety of persons and property; and to do other related work.

GENERAL STATEMENT

Under the general direction of the Captain, the Correctional Counselor II (Supervisor) will coordinate and review the work of the Correctional Counselor I's (CC I). Perform peace officer duties as required, and to replace and/or assist custodial staff during emergency situations, such as fights, attempted escapes, or major incidents, such as riots; to maintain order and supervise the conduct of incarcerated persons; to maintain the safety of persons and property; and to do other related work. Assist in the review and preparation of Administrative Segregation Unit Placement notices; Prepare Segregated Housing Unit Term Assessment

Worksheets. Record Committee actions, review and prepare for weekly Classifications Services Representative (CSR), in addition to participation in the weekly ICC.

% 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%	Assign and review cases and confer with CC I's on difficult case problems: assist on classification projects; integrate casework services with activities in other institutional areas; supervise and check the completion of case records to determine that policies and appropriate procedures are followed; and follow-up on specific classification recommendations.
20%	Supervise, train and evaluate the CC I staff to include all peace officer responsibilities
10%	Participates in Initial and Unit Sub-Classification hearings, participates in disciplinary committee hearings and attend staff meetings as required.
10%	Assist in the development of case work related Operational Procedures, when assigned and serve as Senior Disciplinary Officer.
10%	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. 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%	Act as the primary backup for the Captain in his/her absence.
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 individuals, 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

- 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