CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
CALIFORNIA CORRECTIONAL INSTITUTION	054-222-9902-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	CORRECTIONAL COUNSELOR III			
	WORKING TITLE			
ADULT INSTITUTIONS/REGION IV	Classification and Parole Representative			
	TIME BASE / TENURE	CBID	WWG	COI
		S06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
TEHACHAPI			5/1/2026	

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

The Region IV mission provides safe and secure housing for maximum to minimum custody incarcerated persons, while:

1. Providing opportunities for these incarcerated persons to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and
2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs.

GENERAL STATEMENT

Under the general directions of the Chief Deputy Warden, the CC-III act as the Classification and Parole Representative (C&PR) to oversee the institutional classification process. In addition, this position will act as liaison between CCI, Board of Prison Hearings (BPH),

Paroles and CDC Headquarters; insuring that classification procedures, policies and goals are implemented; being a resource to Records and Counseling staff; serving on classification committees; managing records office; making inter-facility moves; and controlling the intake and departure of IP population.

% 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%	Ensure the quality of chronos, BPH reports, release program studies and DRB reports. Supervises the Assistant C&PR's, Case Records Managers. Implement corrective measures in reported areas, which are deficient to bring them into compliance. Serve as a liaison between CCI and other units including, establishing lines of communication with Headquarters regarding transportation and classification issues; dealing with paroles regarding inter-state transfers, paroles issues; working with other C&PR's surrounding transfers or classification matters. Responding to BPH and CDC 602 appeals includes research central files, interviewing IPs at formal levels to resolve issues, preparing written responses, reviewing and advising the Appeal Coordinator of actions to be taken on certain cases and tracking cases that have been referred to BPH. Provide ongoing training to counseling staff regarding changes in policy affecting classification. Assist counselors with difficult cases by doing additional research case conferences or providing technical training. Answering, verbal and written, communications from the public, headquarters and institutions regarding IP issues. This also entails responding inquiries from BPH and Paroles. Act as a Victim Services Representative during BPH.
25%	Participate as a member of the Institutional Classification Committee. Review and evaluate cases for retention in Administrative Segregation, release to the General Population, ensuring the IP's due process has not been violated, that assessment terms have been calculated correctly, that referrals to CSR are done in accordance with established procedure, Signing the completed classification chronos.
20%	Administering the operation of the Records Office requiring auditing and the timely processing of transfers, paroles, classification actions, etc. This duty also necessitates the resolution and research of answers to unusual cases by reviewing files, manuals or making inquiries via departmental specialists. Provide ongoing training as procedures and policies are modified.
15%	Coordinating intra and inter facility moves requiring analysis of immediate and projected space availability. Tracking endorsed cases to insure timely transfers to other institutions or releases. Reporting availability of beds to Statewide Transportation Unit and Population Management Unit via weekly reports. Initiating and distributing paperwork for intra-facility transfers. Also, special or emergency transfers requiring communication with other institutions and agencies, headquarters and local staff. SAFETY: Maintain a safety consciousness and awareness per the Code of Safe Practices with special attention to the following: 1. Phone numbers to dial in an emergency. 2. Other measures of summoning aid when phone not available. 3. Locations of nearest fire extinguisher at locations where you spend most of your workday. 4. The need to correct or report any safety hazards that you observe and use common sense in resolving safety problems. 5. Knowledge of location of nearest breakaway gurney. 6. Nearest fire exit. **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.

MARGINAL FUNCTIONS 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.

Knowledge and Abilities:

Knowledge of: Prison administration; principles and practices of personnel management and effective supervision; principles, practices and techniques used in the administration of IP classification programs in correctional institutions and skill in their application; purposes, activities, regulations and functions of the California Department of Corrections and the Board of Prison Hearing; principles of verbal and written expression; correctional casework procedures; an understanding of the range of normal and abnorma1 human behavior; the policies and procedures of custody; problems involved in the supervision and adjustment of iPs; the various prison 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; criminology and behavior and attitude of IPs and evaluating sociological, psychological, psychiatric and vocational findings and recommendations; training methods; planning and conducting in service training programs; Department's Affirmative Action Program objectives; manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives; and the labor-management relationship under the collective bargaining law.

Ability to: Plan, organize and direct the work of others; evaluate sociological, psychological, psychiatric and vocational findings and recommendations; coordinate the work of professional and technical employees in IP guidance and classification work; analyze problems arising out of the supervision of classification programs and reach practical and logical conclusions; put into practice effective changes; plan and conduct in-service training programs; effectively control and coordinate programs and meet scheduled work requirements; estimate and budget the amount of time and approximate cost required to complete assignments; speak and write effectively; command the respect and trust of IPs 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 IP 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 IP toward specific goals; recognize and handle dangerous situations for IP and staff; and effectively contribute to the Department's affirmative action objectives.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: Directly supervises two CC II's and one CCRM. Indirectly supervises three Correctional Case Records Supervisors, seven Correctional Case Records Analysts, two Office Services Supervisor I's, two Office Technicians, one Program Technician, and 17 Office Assistants.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Either I: One year of experience in the California state service performing correctional casework duties at a level of responsibility equivalent to Correctional Counselor II (Supervisor) or (Specialist). Or II: Experience: Two years of experience, which includes one year in a supervisory capacity in collecting, evaluating, and interpreting social behavioral and vocational data for purposes of counseling and promoting individual adjustment. This experience must have been gained in one or a combination of the following fields: probation, parole or correctional casework. (Completion of one year of graduate training in a recognized school in a field of social work, clinical psychology, criminology, or sociology, administration of justice, correctional science, criminal justice, psychology, or other related behavioral science field may be substituted for one year of the non-supervisory

experience.) and Education: Equivalent to graduation from a recognized four-year college. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.) (In appraising experience, more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience.)

LANGUAGE SKILLS: Ability to speak and write effectively.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to plan, organize, and direct the work of others; evaluate sociological, psychological, psychiatric, and vocational findings and make recommendations; coordinate the work of professional and technical employees in IP guidance and classification work; analyze problems arising out of the supervision of classification programs and reach practical and logical conclusions; evaluate situations accurately and take effective action; put into practice effective changes; plan and conduct in-service training programs; effective control and coordinate programs and meet scheduled work requirements; estimate and budget the amount of time ; and approximate cost required to complete assignments.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

SPECIAL PERSONAL CHARACTERISTICS: Demonstrated supervisory ability; capacity for assuming progressively greater responsibility as evidenced by recent employment history; neat personal appearance; adaptability; 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 at any time due to an emergency crisis.

OTHER QUALIFICATIONS:
Background Investigation: Successful passing of a thorough background investigation.
Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to positions in this class.
Weapons Prohibition: No prohibition from State or Federal law from possessing, using or having in his/her custody or control any firearm device, or other weapon or device authorized for use by the California Department of Corrections.
Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this class.
Citizenship Requirement: United States citizen or a permanent resident alien who is eligible and has applied for United States citizenship.

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.

The following is a definition of the on-the-job time spent in physical activities:

Constantly:	Involves 2/3 or more of a workday
Frequently:	Involves 1/3 to 2/3 of workday
Occasionally:	Involves 1/3 or less of workday
N/A:	Activity or condition is not applicable

Standing: Occasionally - stands while speaking with other staff, while providing training, and while making presentations.
Walking: Occasionally - walks to other offices to attend meetings, or to the various facilities to perform inspections, or to speak with staff.
Sitting: Frequently to Constantly - sits at meetings and while performing paperwork. There is flexibility for movement on a frequent basis to break sitting with standing and walking.
Lifting: Frequently - lifts paperwork and central files weighing from 1 to 10 pounds throughout the day. He/she will occasionally lift binders of information and boxes of central files weighing approximately 32 pounds.
Carrying: Occasionally - carries paperwork and files for short distances.

Bending/Stooping: Occasionally - bends or stoops when accessing forms under a counter or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator, to perform paperwork duties, or file documents.
Reaching in Front of Body: Frequently - reaches forward to access a computer terminal, a 10 key, or telephone. He/she will reach forward when operating a photocopier and pulling files.
Reaching Overhead: Occasionally - may reach overhead to a five-shelf vertical file.
Climbing: Occasionally - climbs steps throughout the institution during inspections and while visiting various parts of the institution.
Balancing: N/A
Pushing/Pulling: Occasionally - may push and pull on desk drawers, binders, and individual files; may push handcarts full of central files.
Kneeling/Crouching: Occasionally - may choose to kneel when accessing information from a bottom drawer or shelf.
Crawling: N/A
Fine Finger Dexterity: Frequently - utilizes fine-finger dexterity when sorting through paper, inputting information to the computer, or operating a 10 key.
Hand/Wrist Movement: Frequently to Constantly - utilizes hands and wrists when sorting papers, looking through files, answering telephones, photocopying, entering and retrieving data from the computer, or making handwritten notes.
Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally - drives to meetings, court proceedings, and seminars off-site.
Hearing/Speech: Necessary for conferring with personnel and IPs in the course of his/her work.
Sight: Necessary to perform regular work activities and to respond to emergency situations in the institution.

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.

The Correctional Counselor III frequently works in a temperature controlled office space with linoleum flooring. While performing inspections, he/she may occasionally be exposed to fumes, outdoor weather conditions, temperature extremes, and moving mechanical parts. In addition, while walking throughout the institution, the employee will be walking on paved and unpaved uneven terrain.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Personal computer, photocopier, calculator, telephone, fax machine, cellular telephone and pager. This position must be familiar with vehicles, weapons, and chemical agents used in the institution.

COMMENTS: Work hours are various. Exempt.

Information for this job description was obtained by reviewing the California State Personnel Board specification for the position and through observation of duties as they are currently performed.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison individuals, visitors, non-employees 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