CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Pelican Bay State Prison	394-222-9904-VAR			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Counselor I			
	WORKING TITLE			
Counselors – Various	Correctional Counselor I			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/ FT	R06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Crescent City, CA			01/01/2026	

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

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

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

Under the general supervision of the Correctional Counselor II (CCII) Supervisor, the Correctional Counselor I (CCI) is responsible for the proper classification of incarcerated persons in various facilities.

% 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%	Utilizes computer programs such as the Electronic Records Management System (ERMS); Disability and Effective Communication System (DECS); Board's Information Technology System (BITS (formerly LSTS); Correctional Offender Management Profiling for Alternative Sanctions (COMPAS); Strategic Offender Management System (SOMS); Trust Restitution Accounting and Canteen System (TRACS); Computer Statistics (COMPSTAT) database (intake, transfers, MERDS/RVR'S and, ICC/CSR actions), Microsoft Ease of Access, Adobe Acrobat Read-out-loud features and the INTRANET to perform duties including but not limited to completing casework related to various classification committees, completing processes related to the Board of Prison Hearings (BPH), ensuring effective communications for all due process events, and other duties as assigned by a supervisor.
20%	Interviews incarcerated persons for initial and subsequent classification reviews. Assembles, organizes, analyzes and records information from the incarcerated persons Central File necessary for classification, BPH and parole planning for assigned incarcerated persons. Reviews incarcerated persons case factors such as criminal history, arrest history, institutional progress, departmental history, disciplinary history and family history. Processes CDCR Form 114-D, Administrative Segregation Unit Placement Notices.

	Reviews CDCR Form 115, Rules Violation Reports and Confidential Memorandums. Reviews the status of investigations and double cell housing reviews.
15%	Acts as the recorder during the Unit Classification Committee. May present cases to Institution Classification Committee. Prepares pre-parole documentation, Departmental Review Board Referral Memorandums and Board of Parole Hearings Reports. Ensure all incarcerated persons equal access to programs, services, and activities, as required by state and federal law, including the Americans with Disabilities Act (ADA). to accommodate the incarcerated Person in providing accommodations. Coordinates the movement of assigned incarcerated persons with the Facility Sergeant and Lieutenant.
15%	Prepares incarcerated persons case for Classification Committee Review. Conducts incarcerated persons Central File reviews. Prepares the Central File for incarcerated persons attorney review. Generates or updates CDCR Form 810, Confidential Information Listing and CDCR Form 810-A, Confidential Information Listing/Acknowledgement of Receipt, as necessary. Processes and responds to form GA-22 and CDCR form 22, Incarcerated persons/Parolee Request for Interview, Item or service. Responds to inquiries from outside sources. Prepares psychiatric referrals. Processes incarcerated persons marriage, family visiting and correspondence course requests. Processes CDCR Form 1074, Request for Correspondence Approval. Documents incarcerated persons infractions on disciplinary reports. Processes incarcerated persons certified mail requests. Prepares reports per Penal Code Section 1170(d) and pre-sentencing diagnostic studies. Completes special projects as directed by the CCII.
5%	Interviews incarcerated persons and evaluates their adjustment and progress. Counsels incarcerated persons on personal, institutional and family issues. Processes CDCR Form 193, Trust Withdrawal Orders. Conduct open line a minimum of two hours and not to exceed four hours per week.
5%	Attends Annual Peace Officer Training (40 hours) and On the Job Training Module (12 hours). Attends mandatory training for Peace Officers and Correctional Counselors for new policy/procedures and/or revised policy/procedures, as they occur.
5%	Accesses the Strategic Offender Management System (SOMS) DPP Disability/Accommodation screen, and the Disability and Effective Communication System (DECs} via the BITS to determine any, accommodation is required. Ensures reasonable accommodations are afforded to incarcerated persons with disabilities (e.g. vision, speech, hearing impaired, non-English speaking and learning disabled). Ensures equally effective communication during incarcerated persons general contacts and due process events. Provides direct and meaningful classification of incarcerated persons. Provides a direct link to the completion of numerous aspects of court related mandates such as the Clark Remedial Plan, the Armstrong Remedial Plan, and compliance with the Coleman stipulation. 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 Other duties as required.

SPECIAL REQUIREMENTS

- **Knowledge of:** Grammar, spelling, and correct usage of written and oral communication; correctional casework procedures; an understanding of the range of normal and abnormal human behavior; the policies and procedures of custody; problems involved in the supervision and adjustment of incarcerated persons; the various prison gangs, including gang memberships, interaction between gangs, special housing considerations, and the associated potential dangers to staff and incarcerated persons; cultural differences and perspectives of the incarcerated persons; the causative factors related to criminal patterns (crimes within the institution, gang applications, recidivism, etc.); group processes and dynamics, including various roles played by group

participants and the different types of questions or modes of inquiry which can be used in group settings; simple arithmetic.

- **Ability to:** Write comprehensive, complete, clear, and concise reports; utilize oral and written language to communicate effectively with incarcerated persons, staff and the public; 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; obtain specific information from an incarcerated person during an interview; work under pressure; respond effectively to emergency situations; work independently; control an interview with an incarcerated persons; interpret institutional and 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.
- **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. 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.

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