CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

[X] PROPOSED

[ ] CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Sierra Conservation Center	099-222-9903-VAR			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Counselor II (Supervisor)			
	WORKING TITLE			
Facility A or Facility B	Correctional Counselor II (Supervisor)			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	S06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Jamestown, California			11/2/2026	

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 primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated people in the Conservation Camp Program. SCC administers 27 male camps located throughout California.

The primary mission of the Sierra Conservation Center (SCC), Facility A and Facility B is to provide housing, programs and services for minimum and medium custody incarcerated people.

GENERAL STATEMENT

Under the supervision of the Captain, AI the Correctional Counselor II (CCII) will be required to supervise, coordinate, and review the work of Correctional Counselor I's (CCI). The CCII prevents escapes and injuries by incarcerated people to themselves, others, or to property; maintains security of working areas and work materials; inspects premises and searches incarcerated people for contraband such as weapons and illegal drugs. Additionally, while on duty, the CCII is required to carry OC Pepper Spray at all times.

% 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%	Review casework of Correctional Counselor I's, including CDC 128-G Classification Chronos, CDC 611 Release Program Studies, BPH Rights Packet and CDC 602 Inmate Appeals. Monitors all Classification actions for compliance with Departmental Policies and Procedures. Complies with CDCR and SCC policies and procedures on tool control, key control, and incarcerated people work training incentive program.
20%	Confers with CCI's on difficult cases. Assigns additional duties to CCI's as needed. Supervises CCI's and monitors flex schedules and adherence to work hours.
20%	Instructs and assists with In-Service Training programs. Coordinates and integrates management and the operation of the Mariposa Unit. Assumes the duties and responsibilities of the Facility Captain in his/her absence.
15%	Review Unit CSR/C&PR cases for completion of casework. Follow-up on specific classification recommendations. Supervises the completion of case records to determine that policies and procedures are in compliance.
10%	Provides training and pertinent information to CCI's through IST, OJT, and regularly scheduled counselor meetings. Provides Clark/Armstrong Training to CCI's as required
10%	Evaluates and prepares performance report for CCI's. Integrate casework services with activities in other institutional needs. Ensures CCI's have required access to intra/internet databases to meet court mandates.

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, 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.
- Demonstrate supervisory ability; capacity for assuming a 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
- Ability to operate and utilize a computer terminal, copier/scanner/printer, and various office equipment. There will be continuous sitting, with hand/wrist movement, fine finger dexterity, hearing/speech and sight usage. Occasional running, bending, stooping, reaching, in response to an alarm.
- RESPONSE DURING AN EMERGENCY: During a yard/unit alarm or whistle, respond to the unit and provide any necessary assistance. Additionally direct and oversee that all CCI's are also providing any required assistance.
- INCARCERATED PEOPLE ACCOUNTABILITY: If an incarcerated person fails to report for a priority classification ducat, in 30 minutes contact the unit officer and supervisor. The officers will be responsible to immediately initiate a search for the missing incarcerated person.

- FIRE EVACUATION PLAN: In addition to this duty statement, the CCII is expected to familiarize themself with the Fire Evacuation Plan that pertains to this position.
- SAFETY EXPECTATIONS: It is expected that all employees will:
    1. Perform their duties in a safe and healthy manner.
    2. Read all the MSDS sheets or receive instructions on safe use of a product before it is used for the first time, when needed for refreshers or as questions arise.
    3. Read the safety instructions that accompany any power tool or piece of equipment or receive instructions on the safe use of the tool or equipment.
    4. Use recommended safety equipment for the job that they are doing. If the required safety equipment is not available, the employee will perform another task for which the necessary safety equipment is available.
    5. Take the appropriate step to ensure the safety of those that are near them while they are operating the tool, equipment or performing the required process.
    6. Report all unsafe acts to the supervisor of the person who observes the unsafe act and that supervisor will inform the supervisor of the person who is performing the unsafe act.
    7. Stop all unsafe acts or practices immediately upon knowledge that it is unsafe.
    8. Correct all safety hazards as soon as possible or stop the use of the tool, equipment or area until it can be repaired.
    9. Follow the chain of command if there is a question about the issue of safety or safe operation, by contacting your immediate supervisor.
        a. For staff, the supervisor will make an immediate decision and pass the information up the chain of command to their division head. If the division head concurs with the decision of the supervisor, and the staff person is not satisfied with the decision, the grievance procedure will be the appropriate process for the staff person to seek relief.
- This duty statement is to be used as a guide for the successful completion of the daily duties. The duties are not necessarily limited to these described herein. Be aware of Institutional Procedures and Departmental Operations Manual

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 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

[X] PROPOSED

[ ] CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Sierra Conservation Center	099-222-9903-004			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Counselor II (Supervisor)			
	WORKING TITLE			
Programs/Restricted Housing Unit	Correctional Counselor II (Supervisor)			
	TIME BASE / TENURE	CBID	WWG	COI
	PFT	S06	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Jamestown, California			10/19/2026	

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 primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated persons (IPs), to aid in their rehabilitation. SCC is responsible for the training and placement of male IPs in the Conservation Camp Program; administering 27 male camps located throughout California.

The primary mission of the SCC, Facility C, is to provide housing, programs and services for minimum, medium and close custody, Non-Designated Program Facility IPs and to aid in their rehabilitation.

GENERAL STATEMENT

Under the general direction of the Classification and Parole Representative (C&PR), the Correctional Counselor II (Supervisor) (CCII) plans, organizes, trains, and directs the work of unit Correctional Counselor I's (CCI) in all aspects of casework and classification services. The CCII will present cases placed in the Restricted Housing Unit (RHU) to the Institutional Classification Committee (ICC) and act as the recorder for Committee. Ensure all case work/classification services are implemented according to the California Code of Regulations Title 15, Department Operations Manual (DOM) and all other laws, rules and policies. Responsibilities may extend to supervision of IP and general custody duties in time of emergency. Perform other custodial duties as required by proper authority, and adhere to departmental Use of Force Policy. Prevent escapes and injury by IPs to themselves, others, or property.

Maintain security of working areas and work materials. Inspect premises and searches of IPs for contraband such as weapons or illegal drugs. Additionally, while on duty, the CCII is required to carry Oleoresin capsicum (OC) Pepper Spray at all times.

% 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%	Prepare and review cases for RHU ICC, present cases to the ICC and make recommendations regarding IP housing, RHU placement and retention, Rules Violation Reports, and RHU Term Assessments. Record the ICC action on a Classification Chrono.
20%	Review Strategic Offender Management System (SOMS) and Electronic Record Management System (ERMS) Files presented to the Classification Staff Representative for transfer review RHU assessments Audits and RHU retention approval.
20%	Provide training to the CCI's regarding RHU policies and any changes to these policies as they relate to the RHU. Assign, review and approve work schedules, Employee Attendance Record and evaluate staff performance and takes or effectively recommends appropriate action complete Performance Appraisal Summary for RHU CCI's.
10%	Track the movement of IPs placed in and released from the RHU. Coordinate with the Facility Captains the receipt of required documents for resolving issues regarding RHU placement.
10%	Investigate and prepare responses to IP Grievance and Appeal Forms for those assigned to the RHU. Respond to IP/Parolee Request for Interview (CDCR form 22).

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, 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.
- Demonstrate supervisory ability; capacity for assuming a 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.
- Ability to operate and utilize a computer terminal, copier/scanner/printer, and various office equipment. There will be continuous sitting, with hand/wrist movement, fine finger dexterity, hearing/speech and sight usage. Occasional running, bending, stooping, reaching, in response to an alarm.
- RESPONSE DURING AN EMERGENCY: During a yard/unit alarm or whistle, respond to the unit and provide any necessary assistance. Additionally direct and oversee that all CCI's are also providing any required assistance.
- INCARCERATED PEOPLE ACCOUNTABILITY: If an IP fails to report for a priority classification ducat, in 30 minutes contact the Unit Officer and supervisor. The officers will be responsible to immediately initiate a search for the missing IP.
- FIRE EVACUATION PLAN: In addition to this duty statement, the CCII is expected to familiarize themselves with the Fire Evacuation Plan that pertains to this position.
- SAFETY EXPECTATIONS: It is expected that all employees will:
  1. Perform their duties in a safe and healthy manner.
  2. Read all of the MSDS sheets or receive instructions on safe use of a product before it is used for the first time, when needed for refreshers or as questions arise.
  3. Read the safety instructions that accompany any power tool or piece of equipment, or receive instructions on the safe use of the tool or equipment.
  4. Use recommended safety equipment for the job that they are doing. If the required safety equipment is not available, the employee will perform another task for which the necessary safety equipment is available.
  5. Take the appropriate step to ensure the safety of those that are near them while they are operating the tool, equipment or performing the required process.

6. Report all unsafe acts to the supervisor of the person who observes the unsafe act and that supervisor will inform the supervisor of the person who is performing the unsafe act.
7. Stop all unsafe acts or practices immediately upon knowledge that it is unsafe.
8. Correct all safety hazards as soon as possible or stop the use of the tool, equipment or area until it can be repaired.
9. Follow the chain of command if there is a question about the issue of safety or safe operation, by contacting your immediate supervisor.
10. For staff, the supervisor will make an immediate decision and pass the information up the chain of command to their division head. If the division head concurs with the decision of the supervisor, and the staff person is not satisfied with the decision, the grievance procedure will be the appropriate process for the staff person to seek relief.

- This duty statement is to be used as a guide for the successful completion of the daily duties. The duties are not necessarily limited to these described herein. Be aware of Institutional Procedures and Departmental Operations Manual

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