CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)			
Richard J. Donovan Correctional Facility		030-222-9903-400			
DIVISION / UNIT		CLASSIFICATION TITLE			
		Correctional Counselor II (Supervisor)			
		WORKING TITLE			
Associate Warden - Programs Facility B		Correctional Counselor II (Supervisor)			
		TIME BASE / TENURE	CBID	WWG	COI
			S06	2	Yes ☐ No ☒
LOCATION	REVISION DATE	INCUMBENT		EFFECTIVE DATE	
480 Alta Road, San Diego, CA 92179	5/1/2026				

CDCR'S MISSION and VISION

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 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.

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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under general direction, either: (1) to supervise a small group of Correctional Counselors; or (2) to serve as assistant supervisor of a large classification and treatment section; to perform peace officer duties as required; and to do other related work.

GENERAL STATEMENT

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

Under the general direction of the Facility Captain, and with oversight of classification issues provided by the Classification and Parole Representative, the Correctional Counselor II (CCII) Supervisor, provides supervision and conducts case reviews for CCIs assigned to Facility B.

% 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%	**Supervision and Training –** Provide supervision and training to CCI's on the classification process in order to develop and improve employee work perform and to maintain compliance with policies and procedures, regulations and court mandates. Complete written performance reports on employees to ensure performance objectives and standards are met. Coordinate CCI IDTT schedules, FLSA, Monthly Calendar review and scheduled time off requests.
25%	**ICC –** Prepare, present, and track ICC cases for both the General Population and the Administrative Segregation Unit. Review cases in SOMS prior to CSR referral for endorsement/ extension to ensure casework completeness and accuracy.

15%	**Tracking** – Review information from various tracking systems including, but not limited to, ORACLE, SOMS, etc. to identify and correct noncompliance issues.
10%	**UCC –** Participates as a member of the UCC and acts as a classification resource to the Facility Captain on pertinent case factors. Review cases in SOMS to ensure casework completeness and accuracy.
10%	**Liaison** - Act as a liaison with the Mental Health Services Delivery System staff, Medical Providers, Educational staff, SAP staff, SB 618 staff, Facility staff, incarcerated individual's family members, incarcerated individuals, and other parties as needed.
05%	**Written communication** - Complete responses to incarcerated individual's correspondence and incarcerated individuals appeals (CDC-602), if within capacity of responsibility, and other correspondence as need.

OTHER ESSENTIAL DUTIES:

Effective Communication: The Correctional Counselor II (Supervisor) is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated individuals who have communication barriers such as hearing, vision, speech, learning or developmental disabilities. Incarcerated individuals with severe hearing impairments who rely on sign language for effective communication will be provided the services of a qualified sign language interpreter. The Correctional Counselor II (Supervisor) is required to document the determination that the incarcerated individuals understood the communication, the basis for the determination and how the determination was made by asking the incarcerated individuals to explain what was communicated in his own words. Conduct reasonable accommodation to facilitate an incarcerated individual's access to services.

Health and Safety: It is the responsibility of every Richard J. Donovan Correctional Facility employee to report all injuries promptly to their supervisor. In addition, it is the responsibility of all employees to report any condition or circumstances which can be a potential hazard to the safety and health of any employee to their supervisor as soon as is practical following the identification of the condition or circumstance. This includes, but is not limited to workplace violence concerns, equipment malfunction, fire safety and universal precautions.

Sensitive/Confidential information: When utilizing sensitive or confidential information staff shall ensure that the information is not within view of other persons or incarcerated individuals. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work.

Personal Protective Equipment: Staff shall be knowledgeable of personal equipment assigned to the work area and ensure the equipment is in proper working order. This includes handcuffs, OC pepper spray, whistles, protective vests, and personal alarm devises.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated population, 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 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

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CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)			
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DIVISION / UNIT		CLASSIFICATION TITLE			
		Correctional Counselor II (Supervisor)			
		WORKING TITLE			
Associate Warden - Programs Facility D/Pre-Release		Correctional Counselor II (Supervisor)			
		TIME BASE / TENURE	CBID S06	WWG 2	COI Yes ☐ No ☒
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