

EDITED TASK LISTING

CLASSIFICATION: CORRECTIONAL COUNSELOR III

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Oversee the work of multi-disciplinary professional and administrative staff in the inmate classification process to ensure appropriate housing, work, treatment programs, academic and vocational education and training are provided to commensurate with the inmate's case factors and individual needs using the California Penal Code (PC), California Code of Regulations (CCR) Title 15, Departmental Operations Manual (DOM), departmental memorandums, court orders, Strategic Offender Management System (SOMS) Training, etc. on an on-going basis.
2.	Organize the work of multi-disciplinary professional and administrative staff in the inmate classification process to ensure appropriate housing, work, treatment programs, academic and vocational education and training are provided to commensurate with the inmate's case factors and individual needs using the PC, CCR Title 15, DOM, departmental memorandums, court orders, SOMS Training, etc. on an on-going basis.
3.	Direct and Coordinate the work of multi-disciplinary professional and administrative staff in the inmate classification process to ensure appropriate housing, work, treatment programs, academic and vocational education and training are provided to commensurate with the inmate's case factors and individual needs using the PC, CCR Title 15, DOM, departmental memorandums, court orders, SOMS Training, etc. on an on-going basis.
4.	Participate with multi-disciplinary professional and administrative staff in the inmate classification process to ensure appropriate housing, work, treatment programs, academic and vocational education and training are provided to commensurate with the inmate's case factors and individual needs using the PC, CCR Title 15, DOM, departmental memorandums, court orders, SOMS Training, etc. on an on-going basis.
5.	Coordinate with multi-disciplinary professional and administrative staff in the management of the offender population within an institution/facility to meet departmental needs using the PC, CCR Title 15, DOM, departmental memorandums, court orders, SOMS Training, etc. on an on-going basis..
6.	Ensure staff adherence to departmental classification and treatment policies, procedures and goals for the program to facilitate efficient operation of the institution and safety of the public, staff, and inmates using the PC, CCR Title 15, DOM, departmental memorandums, court orders, SOMS Training, etc. on an on-going basis.
7.	Ensure staff integrate/coordinate classification activities of other programs (education, vocation, and Department of Rehabilitative Programs) to facilitate efficient operation and safety of the public, staff, and inmates using the PC, CCR Title 15, DOM, departmental memorandums, court orders, SOMS Training, etc. on an on-going basis.
8.	Supervise/oversee the records office to provide direction, training, and/or guidance to ensure the efficient operation of the office and adherence with all departmental and legal mandates using PC, CCR Title 15, DOM, Administrative Bulletins (AB), departmental and instructional memorandums, court orders, Equal Employment Opportunity (EEO) and Sexual Harassment policies, etc. on a daily basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

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9.	Oversee and assign duties for classification and records staff to maintain operational needs based on fluctuating workloads, staff shortages, program changes, etc. using effective management skills/tools (e.g. communication, time management, workload tracking/monitoring, etc.) as needed.
10.	Oversee the training of staff to meet institutional needs, departmental requirements, and to facilitate the professional development by using in-service and on-the-job training programs (IST), internal audit tools, PC, DOM, CCR Title 15, departmental memorandums, court orders, etc. as needed.
11.	Evaluate staff performance to provide feedback and advocate cooperative work environment/relationships by using CCR Title 15, Individual Development Plans (IDP) and probationary reports, in accordance with laws, rules, regulations, departmental policy, etc. on an on-going basis.
12.	Recommend appropriate action to improve staff performance and encourage upward mobility by using CCR Title 15, IST and training records in accordance with laws, rules, regulations, departmental policy, etc. on an on-going basis
13.	Participate in administrative staff meetings, conference calls, IST and Administrative Officer of the Day (AOD) training, etc. to receive training, direction, and mission changes using CCR Title 15, PC, DOM, AB, departmental memorandums, court orders, penal codes, etc. as needed or required.
14.	Interpret the classification program to departmental personnel, Citizens Advisory Committees (CAC), Inmate Advisory Council (IAC), outside agencies, and the public by providing education, recommendations, and explanations using CCR Title 15, PC, DOM, court orders, departmental memorandums, etc. as needed or required.
15.	Coordinate and Direct the classification program with departmental personnel and outside agencies by providing education, recommendations, and explanations using CCR Title 15, PC, DOM, court orders, departmental memorandums, etc. on an on-going basis.
16.	Coordinate the preparation of calendars for Board of Parole Hearings (BPH) to ensure compliance with due process using PC, CCR Title 15, DOM, court orders, departmental memorandums, victim coordinators, etc. on an on-going basis.
17.	Oversee the official recording equipment for BPH to ensure compliance with due process using PC, CCR Title 15, DOM, court orders, departmental memorandums, victim coordinators, etc. on an on-going basis.
18.	Represent the California Department of Corrections and Rehabilitation (CDCR) in court as an expert witness to provide facts and testimony using PC, CCR Title 15, DOM, court orders, departmental memorandums, Electronic Records Management System (ERMS)/SOMS, etc. as required.
19.	Coordinate the work of CDCR with law enforcement agencies and interested public and private agencies for ongoing criminal/civil cases using PC, CCR Title 15, DOM, court orders, departmental memorandums, ERMS/SOMS, etc. on an on-going basis.

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20.	Represent CDCR in the appeals and grievance process as a Subject Matter Expert to provide information and facilitate resolution using PC, CCR Title 15, DOM, court orders, departmental memorandums, ERMS/SOMS, etc. as required.
21.	Evaluate programs to determine the method of implementation and effectiveness and make suggestions for improvements to the administration regarding possible modifications using PC, CCR Title 15, DOM, departmental memorandums, court orders, IST, as needed or required.
22.	Promote professional/positive interaction with multi-disciplines involved in classification including records, custody, medical, mental health, education, etc. to ensure efficient operation of the department using clear expectations, IST, feedback from administration, departmental memorandums, DOM, CCR Title 15, etc. on an on-going basis.
23.	Perform peace officer duties (e.g. supervise inmates, inspect/monitor premises and search inmates for contraband) to maintain the safety of public, staff, and inmates and the security of the institution using PC, CCR Title 15, DOM, Use of Force Policy, and staff accountability procedures on an on-going basis.
24.	Replace or assist custodial staff during emergency situations or major incidents to maintain the safety of public, staff, and inmates and the security of the institution using PC, CCR Title 15, DOM, Use of Force Policy, and staff accountability procedures on an on-going basis.
25.	Audit and/or review the classification and records processes to ensure conformity with policy using SOMS, classification and records audit instruments, Classification Staff Representative (CSR) audit worksheet and comments, corrective action plans, Disability and Effective Communication System (DECS), Board Information Technology System (BITS), PC, CCR Title 15, DOM, etc. on an on-going basis.
26.	Authorize or deny proposed institutional transfers to maintain the safety of the public, staff, and inmates, by appropriately housing inmates based on departmental and inmate needs using Health Care Placement Oversight Program (HCPOP) placements, Warden to Warden agreements, Departmental Review Board (DRB) endorsements, the Classification Services Unit (CSU) program matrix, institutional activation schedules (IAS), court orders, PC, CCR Title 15, DOM, etc. on a daily basis.
27.	Authorize or deny actions as proposed by the reception centers or the classification committee to maintain the safety of the public, staff, and inmates and comply with departmental policy using the CSU program matrix, departmental memorandums, IAS, court orders, PC, Title 15, DOM, etc. on an on-going basis.
28.	Review and analyze institutional conflicts regarding the application of policies, and the adequacy and appropriateness of documentation to ensure compliance with departmental policies and procedures when making housing and programming recommendations using DOM, CCR Title 15, departmental memorandums, court orders, penal codes, CSR audit worksheet and comments, ERMS, SOMS, etc. on an on-going basis.

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29.	Resolve institutional conflicts regarding the application of policies, and the adequacy and appropriateness of documentation to ensure compliance with departmental policies and procedures when making housing and programming recommendations using DOM, CCR Title 15, departmental memorandums, court orders, penal codes, CSR audit worksheet and comments, ERMS, SOMS, etc. on an on-going basis.
30.	Communicate current policies and procedures to institutional personnel by providing information, clarification, and direction to ensure consistency, compliance and conformity using DOM, CCR Title 15, departmental memorandums, court orders, penal codes, IST, effective communication skills, etc. as necessary or required.
31.	Provide training to administration institutional staff and other agencies (Department of State Hospitals [DSH], BPH, Attorney General's Office, etc.) to ensure all interested parties are informed, all training requirements are met, and new programs are implemented using IST, OJT, audit tools, professional knowledge, and effective communication, as needed.
32.	Prepare written documents to effectively disseminate information to the public, departmental staff, inmate population, and/or outside agencies using knowledge of departmental policy, procedures, and resource materials, as needed.
33.	Represent the department regarding institutional or departmental matters at meetings, conferences, hearings, etc., to obtain information and/or convey the interest of the department utilizing interpersonal skills, professionalism, knowledge, etc., as needed and/or upon request.
34.	Educate and provide skill training to prepare an inmate for return to his/her community using Department of Rehabilitative Programs contracts/resources, DOM, CCR Title 15, institutional memorandums, etc. as necessary.
35.	Appraise the status of rehabilitative programs in terms of departmental objectives and priorities to facilitate program growth in a custodial environment and promotes program success using PC, CCR Title 15, DOM, departmental memorandums, court orders, IST, as needed or required.
36.	Serve as Administrative Officer of the Day (AOD) representing the Warden/Director of Adult Institutions during non-business hours, weekends and holidays to manage the institution/division by monitoring operations and notifying appropriate administrative staff and other interested parties using CCR Title 15, DOM, policies and procedures, etc. as required.
37.	Participate in the development of staff by supervising daily activities and monitoring job performance for motivation to achieve maximum effectiveness using Tickler log, IDP, IST, OJT, Comparative/Computer Statistics (COMPSTAT), etc. on an ongoing basis.
38.	Promote Equal Employment Opportunity (EEO) in employment to maintain a work environment which is free of discrimination and harassment utilizing DOM, Government Code, IST, EEO/Sexual Harassment guidelines, etc. on an on-going basis.

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Task Statements	
39.	Oversee the Warden Check-Out Order process to ensure safety and security of the public, staff, and inmates by ensuring inmates are released in accordance with established laws using PC, Government Code, Title 15, DOM, AB, departmental memorandums, court orders, etc. on an on-going basis.