

## EDITED KSAPC LISTING

**CLASSIFICATION: CORRECTIONAL COUNSELOR II, (SUPERVISOR)**

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

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Advanced knowledge of the principles and procedures of inmate classification (e.g., custody designation, custody level, specialized housing, program assignment, etc.) to provide a systematic process for the programming, housing, custody designation and assignment decisions used in the safe and secure management of inmates.
K2.	Advanced knowledge of the principles and practices of counseling and guidance to promote adjustment and determine appropriate programming needs within a correctional institution.
K3.	Comprehensive knowledge of crime and delinquency to assess proper custody level designation and program assignment.
K4.	Advanced knowledge of casework theory/practice and the principles of individual/group behavior to designate inmate programming, housing and maintain orderly operation of the facility.
K5.	Advanced knowledge of the purposes, activities, regulations and functions of the California Department of Corrections and Rehabilitation (CDCR) to effectively supervise and assist in the management of the classification operations of a facility/unit.
K6.	Comprehensive knowledge of the purposes, activities, regulations and functions of the Board of Parole Hearings (formerly known as the Board of Prison Terms) to ensure compliance with procedural requirements.
K7.	Comprehensive knowledge of interpreting educational and psychological test results used in program placement and assignments to designate inmate programming, housing, assignments and special needs or accommodations.
K8.	Comprehensive knowledge of verbal and written expression in order to exchange and provide accurate and pertinent information with staff, inmates and others.
K9.	Advanced knowledge of correctional casework procedures to ensure that procedural requirements are in compliance with departmental rules and regulations.
K10.	Comprehensive knowledge of the range of normal and abnormal human behavior in order to designate inmate programming, housing, assignments and special needs/accommodations.
K11.	Comprehensive knowledge of the policies and procedures of custody in order to maintain orderly operation of the facility and the safety of staff, inmates and the public.
K12.	Comprehensive knowledge of the methods used to manage and discipline inmates to ensure due process rights are afforded and procedural requirements are in compliance with departmental rules and regulations.
K13.	Comprehensive knowledge of the various Security Threat Groups (STG) and STG behavior in order to designate inmate programming, housing and assignments and maintain the safety of staff, inmates and the public.

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

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<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K14.	Basic knowledge of 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 to provide accurate and pertinent information to staff and others.
K15.	Comprehensive knowledge of training methods to plan and conduct on-the-job training to determine training needs, evaluate training results, maintain compliance with departmental policy and ensure a qualified workforce.
K16.	Comprehensive knowledge of prison administration to assist in providing effective management of a division within the Department.
K17.	Comprehensive knowledge of the principles and practices of effective planning, organizing and directing the work of others to effectively direct an area of responsibility.
K18.	Advanced knowledge of a supervisor's role in equal opportunity hiring, development and promotion to maintain a work environment that is free of discrimination and harassment.
K19.	Comprehensive knowledge of the labor-management relationship under the collective bargaining law to ensure compliance with Memorandum of Understanding and departmental directives.
K20.	<b>Comprehensive knowledge of computer usage (e.g., data tracking systems, software programs, etc.) to maintain accurate records, communicate effectively and contribute to the institution's needs.</b>
K21.	<b>Comprehensive knowledge of court mandates (e.g., Armstrong, Clark, Coleman, etc.) to ensure due process, appropriate housing status, program services, etc., for inmates designated in special programs (e.g., DDP, DPP, MHSDS, etc.).</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Apply the principles and practices of counseling and guidance to determine appropriate housing, program placement and special needs and ensure institutional/public safety.
A2.	Interpret test results and evaluate sociological, psychological, psychiatric, and vocational findings in order to make recommendations and determine appropriate housing, program placement and special needs.
A3.	Evaluate sociological, psychological, psychiatric, and vocational findings to make recommendations and determine appropriate housing, program placement and special needs.
A4.	Coordinate the work of a variety of occupations and professional disciplines in the classification of inmates to gather/disseminate information, assist other agencies and facilitate transfers, hearings and mental health evaluations.
A5.	Secure accurate social data and record such data systematically to assist in the determination of appropriate housing, program placement and special needs.
A6.	Effectively communicate (written/verbal/listening) with staff, inmates and other stakeholders to disseminate, share and receive information.
A7.	Gain the respect and trust of inmates to assist in the determination of appropriate housing, program placement and special needs and ensure institutional/public safety.
A8.	Gain the respect and trust of staff to effectively exchange and/or provide information.
A9.	Establish and maintain confident and cooperative relationships with departmental employees, the public and other law enforcement agencies to meet the mission of the Department.
A10.	Organize and prioritize work in order to meet deadlines, time constraints and adjust to changes in assignments.
A11.	Deal tactfully/diplomatically with sensitive issues in order to exchange and/or provide information/direction to staff and others.
A12.	Analyze situations accurately in order to determine and implement effective and appropriate courses of action.
A13.	Adapt effectively to a high volume/pressure of work in order to accomplish assigned tasks and ensure the effective operation of an assigned area.
A14.	Respond effectively to emergency situations to ensure the safety/security of the institution, staff, inmates and others.
A15.	Work independently to complete assigned tasks and adhere to timeframes.
A16.	Control an interview with an inmate to effectively obtain and disseminate information.
A17.	Interpret institutional/departmental policies, rules, regulations and court mandates (e.g., Armstrong, Clark, Coleman, etc.) in order to ensure compliance.
A18.	Work with a team of people from a variety of occupations and professional disciplines to gather and disseminate information.

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A19.	Motivate an inmate toward specific goals to promote adjustment and programming within a correctional institution.
A20.	Recognize and handle dangerous situations concerning inmates and staff to maintain the safety/security of the institution.
A21.	Plan, organize and direct the work of others to effectively supervise an area of responsibility.
A22.	Effectively promote equal opportunity in hiring, development and promotion to maintain a work environment that is free of discrimination and harassment.

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<b>KSAPC Statements</b>	
<b>Personal Characteristics:</b>	
PC1.	Capacity for progressively greater responsibility to assume tasks with a higher level of accountability.
PC2.	Adaptability and tact to communicate effectively with individuals of varying personalities and diverse cultural backgrounds.
PC3.	Emotional maturity and stability to make decisions, problem solve, communicate with others and provide a positive example for staff and inmates.
PC4.	Patience in order to communicate effectively with individuals of varying personalities and diverse cultural backgrounds.
PC5.	Maintain a satisfactory record as a law abiding citizen to produce a positive perception and ensure credibility.
PC6.	Normal or corrected to normal hearing to maintain compliance with Correctional Peace Officer Standards and Training (CPOST) and safely perform assigned duties.
PC7.	Sound physical condition to safely and effectively perform assigned duties.
PC8.	Strength and agility to safely and effectively perform assigned duties.
PC9.	Normal or corrected to normal vision in order to be in compliance with CPOST and safely perform assigned duties.
PC10.	Endurance to safely and effectively perform assigned duties.
PC11.	Neat and professional appearance to represent the Department.
PC12.	Demonstrated supervisory ability in order to direct, train and evaluate staff in an assigned area.