

EDITED KSAPC LISTING

CLASSIFICATION: CORRECTIONAL COUNSELOR III

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of prison administration to assist in providing effective management of all divisions within the organization.
K2.	Comprehensive knowledge of principles and practices of personnel management and effective supervision to plan, organize and direct the work of others.
K3.	Advanced knowledge of principles, practices and techniques used in the administration of the overall inmate classification system/process in correctional institutions to provide a systematic process for the programming, housing, transfers, custody designations and assignment decisions used in the management of inmates.
K4.	Comprehensive knowledge of the purposes, activities, regulations and functions of the California Department of Corrections and Rehabilitation (CDCR) and the Board of Parole Hearings (BPH) to coordinate and ensure compliance with CDCR and BPH procedural requirements.
K5.	Advanced knowledge of the principles of verbal and written communication to exchange and provide accurate and pertinent information with staff, inmates, and others.
K6.	Advanced knowledge of correctional casework procedures to assist in providing effective management of a division within the organization and provide assistance as needed.
K7.	Comprehensive understanding of the range of normal and abnormal inmate behavior to ensure their correct classification/housing.
K8.	Advanced knowledge of the policies and procedures of custody to maintain orderly operation of the facility and the safety of staff, inmates and the public.
K9.	Comprehensive knowledge of the supervision and discipline of inmates to ensure housing, assignments, custody, and program needs are met in compliance with departmental rules and regulations.
K10.	Comprehensive knowledge of Security Threat Groups to ensure housing, assignments, custody, and program needs are met in compliance with departmental rules and regulations.
K11.	Basic knowledge of group processes and dynamics to maintain orderly operation of a facility and the safety of staff, inmates and the public.
K12.	Comprehensive knowledge of criminology and deviant behavior in evaluating mental health, medical, vocational needs and recommendations to evaluate inmate programming, housing and assignments and maintain the safety of staff, inmates and the public.
K13.	Comprehensive knowledge of training methods and documentation to plan and conduct on-the-job training to meet the overall mission of CDCR.
K14.	Comprehensive knowledge of implementing structured and meaningful IST to meet mandated training needs and the overall mission of CDCR.

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

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Knowledge of:	
K15.	Comprehensive knowledge of the department's Equal Employment Opportunity (EEO) objectives to meet EEO and Sexual Harassment objectives for maintaining a safe work environment free of discrimination and harassment.
K16.	Comprehensive knowledge of a supervisor's role in the EEO Program and Sexual Harassment Program and the processes available to ensure an environment free of discrimination and harassment.
K17.	Basic knowledge of the labor-management relationship under the collective bargaining laws of respective units under supervision to ensure compliance with Memorandum of Understandings (MOU) and departmental directives.
K18.	Advanced knowledge of all applicable court cases to ensure appropriate recommendations and decisions relative to the overall inmate classification process.

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KSAPC Statements	
Ability to:	
A1.	Plan, organize, and direct the work of others to complete assignments in a timely manner.
A2.	Evaluate individual case factors and make recommendations to ensure appropriate placement of inmates.
A3.	Coordinate the work of employees to administrate the inmate classification process.
A4.	Analyze complex issues and implement corrective action to remain in compliance with policies and procedures.
A5.	Correctly implement program changes to comply with department mandates.
A6.	Plan and coordinate in-service training programs to ensure a knowledgeable workforce and provide opportunity for upward mobility.
A7.	Effectively utilize resources to meet scheduled work requirements and minimize overtime.
A8.	Estimate and budget the amount of time and approximate cost required to complete assignments
A9.	Effectively communicate (written/verbal/listening) clear instructions, directions, and interviews for the purpose of disseminating, sharing, and receiving information with staff, inmates, and other stakeholders.
A10.	Provide effective leadership to gain the respect and trust of staff and inmates.
A11.	Organize and prioritize work to meet deadlines, time constraints and adjust to changes in assignments.
A12.	Effectively work under pressure to complete assignments within allocated timeframes.
A13.	Effectively interact with staff concerning sensitive issues to exchange and/or provide information/direction.
A14.	Analyze situations accurately to determine and implement effective and appropriate courses of action.
A15.	Adapt to a high volume of work to accomplish assigned tasks while ensuring the effective operation of an assigned area.
A16.	Work under pressure from management to ensure that inmates receive care in a timely manner.
A17.	Respond effectively to emergency situations to ensure the safety of staff, inmates, community and the security of the institution.
A18.	Effectively work independently to complete assigned tasks and responsibilities in a timely manner.
A19.	Effectively control an interview with an inmate to obtain and disseminate information.
A20.	Accurately interpret operational policies and procedures to ensure compliance with departmental regulations and court mandates.
A21.	Adjust to changes in assignments to manage workload responsibilities.
A22.	Work with a team of people from a variety of professions to accomplish common goals.

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Ability to:	
A23.	Effectively motivate an inmate toward specific goals to assist him/her with reintegration back into society.
A24.	Recognize and handle potentially dangerous situations to ensure the safety of staff, inmates, the community, and institutional security.
A25.	Effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment to meet the department's Equal Employment Opportunity objectives.

KSAPC Statements	
Personal Characteristics:	
PC1.	Demonstrate supervisory ability and good judgment to oversee the work of multi-disciplinary staff.
PC2.	Capacity for assuming progressively greater responsibility.
PC3.	Professional appearance to gain respect from staff and inmates and represent the department.
PC4.	Adaptability and tact to communicate effectively with the varying levels of knowledge, personalities, individuals of diverse cultural backgrounds, etc.
PC5.	Emotional maturity and stability to deal with a variety of issues and people.
PC6.	Tact to fairly communicate and discipline staff and inmates.
PC7.	Patience to deal with staff and inmates in a variety of situations on an ongoing basis.
PC8.	Willingness to work irregular hours to complete duties and/or assignments as needed.
PC9.	Willingness to report for duty at any time due to an emergency crisis.
PC10.	Satisfactory record as a law-abiding citizen to meet with Correctional Peace Officer Standards and Training (CPOST).

KSAPC Statements	
Physical Characteristics:	
PC1.	Normal or corrected to normal hearing to be in compliance with CPOST and to safely perform assigned duties.
PC2.	Sound physical condition to safely perform assigned duties.
PC3.	Strength, endurance, and agility to safely perform assigned duties.

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