

## EDITED TASK LISTING

### CLASSIFICATION: CORRECTIONAL COUNSELOR II (SUPERVISOR)

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

<b>Task Statements</b>	
1.	Review documentation in the electronic central file (Strategic Offender Management System [SOMS], Electronic Record Management System [ERMS]) to ensure current and accurate information using Departmental Operations Manual (DOM), Title 15 and Administrative Bulletins (AB), departmental memoranda, on an ongoing basis.
2.	Prepare Institutional Classification Committee (ICC) cases by identifying applicable case factors to provide a recommendation for appropriate inmate program/housing status using the electronic central file, case conferencing, case laws, DOM, Title 15, ABs and departmental memoranda, as required.
3.	Present ICC cases by articulating accurate applicable case factors and providing a recommendation to facilitate appropriate inmate program/housing status using the electronic central file, communication skills, DOM, Title 15, ABs and departmental memoranda, as required.
4.	Record ICC actions on Classification Chrono in SOMS regarding inmate program/housing status based on applicable case factors to accurately document/reflect committee decisions consistent with the committee action using the electronic central file, DOM, Title 15, ABs and departmental memoranda, as required.
5.	Provide training (e.g., due process, inmate appeals, Disability Placement Program (DPP), Developmentally Disabled Program (DDP), Sexually Violent Predator (SVP), Mentally Disordered Offenders (MDO), etc.) to custody and non-custody staff to ensure a knowledgeable and effective workforce using communication skills, DOM, Title 15, ABs and departmental memoranda, as needed.
6.	Ensure compliance with SVP and MDO to maintain the safety and security of the public using Penal Code, Welfare and Institution Code, DOM, Title 15, ABs and departmental memoranda, as needed.
7.	Review information from various tracking systems (e.g., SOMS, Business Information Technology Systems [BITS], Comparative Statistics [COMPSTAT], etc.) to identify and correct noncompliance issues and generate weekly and monthly reports using court mandates, DOM, Title 15, ABs and departmental memoranda, as required.
8.	Respond accurately to inmate appeals to address and resolve appeal issues using written and verbal communication skills, DOM, Title 15, ABs and departmental memoranda, as required.
9.	Conduct onsite/electronic central file audits in relation to operations, local practices and conditions to identify deficiencies and ensure compliance with departmental policies, procedures, rules and regulations using DOM, Title 15, ABs and departmental memoranda, as required.
10.	Implement corrective action plans resulting from onsite/ electronic central file audits in relation to operations, local practices and conditions to ensure compliance with departmental policy, procedures, rules and regulations using DOM, Title 15, ABs and departmental memoranda, as required.

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

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<b>Task Statements</b>	
11.	Prepare various written documents to provide information, direction, and ensure the security and efficient operation of the work place using departmental policies/procedures and computer hardware/software, as required.
12.	Review inmate electronic central file documents for Division of Adult Parole Operations (DAPO)/Post Release Community Supervision (PRCS) to ensure inmate release is appropriate and correct using the inmate electronic central file, analytical skills, DOM, Title 15, ABs and departmental memoranda, as required.
13.	Act as a liaison with other institutions, departments, law enforcement agencies and the public and within the institution to gather and disseminate information, assist other agencies and facilitate transfers, hearings and mental health evaluations, using communication skills, analytical skills, court mandates, DOM, Title 15, ABs and departmental memoranda, as required.
14.	Act as a liaison with other institutions, departments, law enforcement agencies and the public and within the institution to ensure compliance with court mandates, DOM, Title 15, AB and departmental memoranda using communication skills and analytical skills, as required.
15.	Participate as a member of the ICC by reviewing housing concerns and assisting in determining an inmate's appropriate placement to ensure the safety and security of inmates, staff and the institution using inmate electronic central files, analytical skills and disciplinary/investigative/confidential reports, pursuant to Title 15, DOM, ABs and departmental memoranda, as required.
16.	Participate as a member of the Unit Classification Committee (UCC), and in the absence of the Captain, to conduct classification of inmates and determine appropriate placement in educational/vocational training, work assignment and other programs using the inmate electronic central files, Title 15, DOM, court mandates (e.g., Armstrong, Clark, Coleman, etc.) and departmental memoranda, as required.
17.	Review Classification Chrono in SOMS and tracking systems to ensure accuracy and compliance with departmental laws, rules and regulations using analytical skills, court mandates, DOM, Title 15, ABs and departmental memoranda, as required.
18.	Participate as a panel member in various hiring interviews to fill vacant positions within the institution and recommend the most competitive candidates using personnel/training files, references, performance evaluations, etc., pursuant to State Personnel Board laws and rules, as required.
19.	Facilitate Reasonable Accommodations for inmates, staff and private citizens with disabilities to provide effective communication/assistance and ensure compliance using court mandates, DOM, Title 15, ABs and departmental memoranda, as required.
20.	Consult with custodial, educational, and medical/mental health staff to ensure proper placement of inmates in educational, vocational, and/or medical/mental health programs using electronic central files, SOMS/Disability and Effective Communication System (DECS), DOM, Title 15, ABs and departmental memoranda, as required.

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Task Statements	
21.	Prepare reports for review by the Board of Parole Hearings (BPH) in preparation for hearings to ensure appropriate due process in accordance with court mandates, DOM, Title 15, ABs and departmental memoranda, as required.
22.	Review BPH reports in preparation for hearings to ensure appropriate due process in accordance with court mandates, DOM, Title 15, ABs and departmental memoranda, as required.
23.	Coordinate casework services with activities of other disciplines represented on a clinic team in a diagnostic center to ensure proper placement of inmates in educational, vocational and/or medical/mental health programs using electronic central files, DECS, DOM, Title 15, ABs and departmental memoranda, as required.
24.	Prepare special case actions (e.g., Vitek Hearings, Departmental Review Board [DRB] reports, temporary community leave reports) to provide accurate information to be used as a basis for decisions regarding inmate placement, program and custodial restrictions using departmental policies, procedures and regulations, DOM, Title 15, ABs and departmental memoranda, as directed.
25.	Classify Rules Violation Reports to ensure the division is consistent with the misconduct using DOM, Title 15, departmental memoranda, etc., as required.
26.	Perform all custody duties in accordance with the Peace Officer Standards and Training (POST) to maintain the security of the institution and the safety of inmates, staff and others, using Penal Code, Title 15, DOM, Use of Force Policy, etc., as required.
27.	Monitor the workplace and ensure compliance with the Equal Employment Opportunity (EEO) policy to promote a work environment free of discrimination using state and federal laws, as required.
28.	Maintain tracking systems applicable to job duties to ensure consistency, accuracy and due process using various software programs/databases (e.g. Inmate Appeals Tracking System [IATS], Microsoft Excel, SOMS, COMPSTAT, etc.), as required.
29.	Act as a liaison for noncriminal lawsuits filed by, or on behalf of inmates, including habeus corpus, tort and civil rights type cases filed in State and Federal courts to ensure compliance using departmental policies, procedures and regulations, DOM, Title 15, ABs and departmental memoranda, as required.
30.	Provide feedback to staff to aid in their professional development and to ensure performance objectives/standards are met by monitoring work assignments, training and behaviors using communication skills, Memorandum of Understandings (MOU), etc., as required.
31.	Monitor Correctional Counselor I staff workload to ensure compliance with departmental guidelines using MOUs, court mandates, DOM, Title 15, ABs and departmental memoranda, on an ongoing basis.
32.	Approve Correctional Counselor I staff work schedules to ensure accountability and staff coverage using MOUs and Fair Labor Standards Act (FLSA) sheets, on an ongoing basis.

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<b>Task Statements</b>	
33.	Monitor Correctional Counselor I staff work schedules to ensure accountability and staff coverage using MOUs and FLSA sheets, on an ongoing basis.
34.	Initiate steps of the Progressive Disciplinary Process to correct/improve employee performance/behavior using collective bargaining contracts/agreements, training, performance evaluations and departmental policies, procedures and regulations, as needed.