



**California Department of Corrections and Rehabilitation**  
**Division of Adult Institutions**

DUTY STATEMENT	
<b>Classification:</b> Correctional Counselor III	<b>Position Number:</b> 065-210-9902-015
<b>Division/Office/Section:</b> Adult Institutions, Classification Services Unit, Policy	
<b>Location:</b> S Street, Sacramento, CA 95811	<b>Supervisory Position:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Collective Bargaining Identifier (CBID):</b> S06	

### POSITION DESCRIPTION

Under the direct supervision of the Captain, Classification Services Unit (CSU), and the indirect supervision of the Chief of CSU. This Classification Staff Representative (CSR) and/or In-house Correctional Counselor III (CCIII) is the primary contact for institutions regarding the classification, transfer, policies and procedures related to the inmate population and the consistent application of the Inmate Classification System ensuring compliance.

### ESSENTIAL FUNCTIONS

- 40% Perform classification review of inmate cases at the California Department of Corrections and Rehabilitation (CDCR) reception centers and institutions and approve appropriate inmate housing ensuring conformity with departmental policy and classification objectives. This CSR/CCIII will review a variety of cases involving, but not limited to, all custody and placement levels, inmates included in the Mental Health Services Delivery System, Developmentally Disability Program, requiring emergency or expedite action for transfer. Ensure policies and procedures are adhered to, provide assistance to the field, when needed.
- 35% Based on weekly case reviews, meet regularly with institution administrators to tactfully provide suggestions and constructive criticism for classification improvements. Ensure institution operations conform to Headquarters' direction. Arrange and chair meetings with institution staff on critical program issues.
- 10% Coordinate and manage a major classification process or program for Headquarters as a subject matter expert. (Examples of such programs include reception center processing, Departmental Review Board, Combined Institution Audits, Security Housing Unit and reentry/prerelease programs.) Create or maintain appropriate information systems. Write instructional memorandums, administrative bulletins and manual revisions. Prepare written periodic reports for headquarters on program specialty. Perform special assignments as required.



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**MARGINAL FUNCTIONS**

- 5% Develop training materials and conduct special training sessions for institution counselors and other staff (e.g., Administrative Segregation Housing, medical determination, etc. as needed).
  
- 5% Serve as Duty Officer for CSU. Respond to telephonic or written inquiries concerning inmates, program or classification practices from the public, state officials and CDCR staff. Review and approve emergency placements or inmate transfers. Prepare and submit regular operational reports. Research case histories and emergency issues and provide written reports for Deputy Directors or higher level administrators.
  
- 5% Conduct special studies and investigations and prepare formal reports. Serve as Classification expert on task force committees and qualifying appraisal examinations. Participate in annual audit of institution classification practices and file written report. Conduct special case reviews to realign population or programs. Make presentations to professional and citizen groups. In the Captains absence, CSR is subject to performing these duties in the field and at Headquarters.

***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.***

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.***

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date