

**California State Personnel Board Specification  
CHAPLAIN SERIES**

<b>Schem Code</b>	<b>Class Code</b>	<b>Class Title</b>	<b>Probation Period</b>
XT22	9894	Chaplain I	12 Months
XT24	9893	Chaplain II	12 Months

**Salary Information**

**DESCRIPTION**

Incumbents in this classification series serve two main functions as it relates to providing religious or spiritual care to all interested juvenile or adult offenders, mental health patients, developmentally disabled residents, or veterans home members (state institution residents). The first main function is to facilitate the religious or spiritual needs of all interested state institution residents. Facilitating is defined as ensuring time, space and scheduled supervision for all religious or spiritual group activities meeting the state institution's criteria. The second main function is to preside over or conduct religious or spiritual activities within the incumbent's religious or spiritual endorsement.

Incumbents provide spiritual and moral guidance to all interested state institution residents; oversee the religious or spiritual activities of all interested state institution residents (this does not include conducting the religious or spiritual activity outside of the employee's religious or spiritual endorsement); conduct religious or spiritual services and instruction within employee's religious or spiritual endorsement; fulfill administrative needs as required; and do other related work. Incumbents provide complete services of care, worship, and instruction called for by the accommodation of reasonable opportunities to exercise religious or spiritual freedom of state institution residents.

**Chaplain I**

Under direction of a supervisor or manager, or led by a Chaplain II, incumbents facilitate and support the religious or spiritual needs of all interested state institution residents.

**Duties Across All Religious or Spiritual Groups**

Incumbents perform the following duties for all interested state institution residents: cooperate with other staff members in carrying out the institution treatment program, including required reporting and documentation; participate in the arranging of programs conducted in the institution by visiting religious or spiritual and allied groups; schedule use of facilities and provide access to facilities; work cooperatively with all chaplains and volunteers regarding the use of common resources; interview and counsel institution residents on ethical and moral problems and spiritual matters; provide crisis counseling; facilitate and recruit volunteers to administer to the religious or spiritual needs of all state institution residents; research and become familiar with other religious or spiritual groups; monitor religious or spiritual group activities; assist in the acquiring of authorized religious or spiritual materials; visit state institution residents who cannot attend religious or spiritual activities; counsel families on problems involved in rehabilitation and recovery; assist in problems where family support is needed; interpret and explain the institution's religious or spiritual program to community groups; and when designated, serve as a member of or consultant to the institution classification committee.

## Duties Within Religious or Spiritual Endorsement

Incumbents preside over religious or spiritual holiday services and days of religious or spiritual observance; conduct other religious or spiritual activities as needed by state institution residents; and organize and instruct classes in religion, ethics, and/or religious or spiritual music.

### **Chaplain II**

Under the general direction of a supervisor or manager, incumbents work in a lead capacity with considerable latitude for the use of initiative and independent judgment in planning and organizing the state institution chaplaincy program. This classification is considered a program expert/consultant.

Incumbents perform the following duties in a lead capacity across all religious or spiritual groups: oversee, coordinate, and plan the state institution's chaplaincy program and prepare related correspondence and reports; develop internal procedures; participate on interdisciplinary teams; act as a liaison between management and Chaplain Is on program related needs; lead Chaplain Is and religious or spiritual volunteers; contribute to the formulation and accomplishment of chaplaincy objectives and activities by cooperating closely with colleagues, peers and management in a pluralistic team approach to assignments; develop and build teams; encourage and build mutual trust, respect, and cooperation among chaplains; identify the educational and training needs of those involved with the state institution's chaplaincy program; develop in-service training and train Chaplain Is; coordinate efforts to recruit, train, and direct religious or spiritual volunteers; ensure the volunteer program runs effectively and meets the state institution's needs; establish and maintain working relationships with internal and external stakeholders; act as a resource for special events, such as, but not limited to, religious or spiritual celebrations; prepare related correspondence and reports; and maintain records. As needed, may perform the duties of a Chaplain I as described above.

## **MINIMUM QUALIFICATIONS**

### **All Levels:**

A verified religious or spiritual organization's endorsement, dated within the 12 months prior to appointment, which attests to the following: the applicant's suitability for institutional religious or spiritual leadership, support for their candidacy, and an affirmation that the applicant will facilitate (for example, provide time, space and supervision) to state institution residents of all religious or spiritual groups to pursue individual religious or spiritual beliefs and practices.

### **Chaplain I**

Graduation from an accredited college or university with a bachelor's degree in religious or spiritual studies; or in a related field such as psychology, sociology, human behavior or counseling, with a minor in religious or spiritual studies; and two years of supervised, full-time experience in conducting religious or spiritual practices in an institutional, clinical and/or field setting.

In addition to the required years of experience, completion of four years of supervised, full-time experience in conducting religious or spiritual practices with increasing responsibilities, in a pluralistic, institutional, clinical or field setting, may substitute for the required education on a year-for-year basis. Graduation with a bachelor's degree in a field not relating to religious or

spiritual studies and completion of an advanced degree in religious or spiritual studies, may substitute for the required education. Completion of either twelve months or four units of clinical pastoral education certified by an accredited institution, such as the Association for Clinical Pastoral Education, may substitute for one year of the required experience.

## **Chaplain II**

Either I

Graduation from an accredited college or university with a bachelor's degree in religious or spiritual studies; or in a related field such as psychology, sociology, human behavior or counseling, with a minor in religious or spiritual studies; and four years of full-time experience in the California state service performing the duties of a Chaplain I.

In addition to the required years of experience, four years of full-time experience in the California state service performing the duties of a Chaplain I may substitute for the required education on a year-for-year basis. Graduation with an advanced degree in religious or spiritual studies may substitute for two years of the required experience. Completion of either two years or seven units of clinical pastoral education certified by an accredited institution, such as the Association for Clinical Pastoral Education, may substitute for two years of the required experience. Applicants with three and a half years of the required experience will be admitted to the examination, but they must have completed the full four years of required experience before they can be considered eligible for appointment.

Or II

Graduation from an accredited college or university with a bachelor's degree in religious or spiritual studies; or in a related field such as psychology, sociology, human behavior or counseling, with a minor in religious or spiritual studies; and six years of supervised, full-time experience in conducting religious or spiritual practices in a clinical and/or field setting, collaborating in a pluralistic chaplaincy program.

In addition to the required years of experience, four years of supervised, full-time experience in conducting religious or spiritual practices in a clinical or field setting, collaborating in a pluralistic chaplaincy program may substitute for the required education on a year-for-year basis. Graduation with an advanced degree in religious or spiritual studies may substitute for two years of the required experience. Completion of either two years or seven units of clinical pastoral education certified by an accredited institution, such as the Association for Clinical Pastoral Education, may substitute for two years of the required experience. Applicants with five and a half years of the required experience will be admitted to the examination, but they must have completed the full six years of required experience before they can be considered eligible for appointment.

## **KNOWLEDGE AND ABILITIES**

### **Chaplain I**

Knowledge of: factors involved in human development and behavior problems, including mental disorders and principles of mental health; developmental disabilities; purposes of mental, developmental, and correctional institutions; methods of rehabilitation; religious or spiritual ceremonial practices; spirituality's role in treatment programs; and a detailed knowledge of the religious or spiritual practices for which the Chaplain is endorsed.

Ability to: organize, prepare, and conduct religious or spiritual services and courses on ethics, religion, and religious or spiritual music; establish and maintain interpersonal relationships; counsel state institution residents and their families on moral and ethical problems; communicate with empathy and compassion with persons of diverse races, cultures, religions, nationalities, ages, sexual orientations and identities, genders, and disabilities, in order to understand and address their specific needs; have tolerance and sensitivity to approved activities and members of all religious or spiritual groups; research other religious or spiritual groups; analyze situations accurately and adopt an effective course of action; understand how psycho-social dynamics and cultural/ethnic differences affect religious or spiritual practices in a clinical setting; assist and support others in the application of their own values in decision making; and communicate effectively both verbally and in writing.

**Chaplain II**

Knowledge of: All of the above, and the structure, regulations, policies and programs of the state institution; effective training methods; and related professional fields, particularly in comparative religion.

Ability to: All of the above, and interpret and apply a body of rules, regulations, policies and procedures; multitask and prioritize the state institution’s chaplaincy program needs; relay information clearly and effectively to the appropriate audiences; coordinate people and resources; work with representatives of all religious or spiritual backgrounds in the implementation of the chaplaincy program; bring others together and reconcile differences; be open to change and adapt accordingly; recognize problems and deescalate high stress situations; select and use training/instructional methods and procedures; develop and maintain liaisons with a variety of outside organizations.

**PREFERRED OR DESIRABLE QUALIFICATIONS**

**All Levels**

Demonstrated thoroughness, initiative, and an interest in the welfare and spiritual needs of state institution residents; emotional stability; adaptability; firmness; patience; self-control; tact; professional appearance; team-player; and good judgment in moral, ethical, and religious matters.

**Chaplain I**

Experience collaborating in a pluralistic chaplaincy program.

**All employees** must have general qualifications as described by [California Code of Regulations, title 2, section 172.](#)

**CLASS HISTORY**

<b>Class Title</b>	<b>Date Established</b>	<b>Date Revised</b>	<b>Date Abolished</b>	<b>Date Title Changed</b>
Chaplain I	1/17/2019			
Chaplain II	1/17/2019			