



**DPA**

## **STATE OF COLORADO**

### **CLASS SERIES DESCRIPTION**

**July 1, 2004**

#### **CHAPLAIN**

H611XX TO H612XX

#### **DESCRIPTION OF OCCUPATIONAL WORK**

This class series uses two levels in the Professional Services Occupational Group and describes the delivery of various religious (pastoral) services to inmates, hospital patients (clients), and their families at a state institution. Work involves providing inmates, clients, and their families, of all faiths and beliefs, forms of worship or religious services, religious education, and counseling which aids them in coping with their problems and rehabilitating their lives, both during confinement and after release. Positions in this class series also educate and train chaplain interns. Positions in this class series apply the principles, practices, standards, techniques, theories, and concepts of theology, ministering religious services, religious counseling, and pastoral care in providing for religious care services, educating and training interns, and supervising and managing religious programs for a state institution.

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#### **CHAPLAIN I**

H611XX

#### **CONCEPT OF CLASS**

This class describes the fully-operational chaplain. Positions at this level apply established principles, practices, standards, techniques, theories, and concepts of theology, ministering religious services, religious counseling, and pastoral care to deliver various religious care services to inmates, clients, and their families of various religious groups at a state institution. Work involves providing religious counseling, conducting religious services, organizing religious activities, and ensuring religious rights are provided to inmates and clients. Work at a facility is carried out in a manner that meets the accrediting standards of the American Correctional Association for religious programs in order to minimize the state's risk of violating constitutional religious rights.

**CLASS SERIES DESCRIPTION (Cont'd.)**  
**CHAPLAIN**  
**July 1, 2004**

**FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** --The decisions regularly made are at the operational level, as described here. Within limits set by religious services programs, choices involve deciding what operation is required to carry out the processes. This includes determining how religious services will be provided. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action for the delivery of religious care services on an individual basis. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, a position determines the best course of action to provide religious care services to inmates or clients based on the assessment and evaluation of their religious needs.

**Complexity** --The nature of, and need for, analysis and judgment is patterned, as described here. Positions study and evaluate inmate and client religious needs to determine what it means and how it fits together in order to get practical solutions in the form of a religious and spiritual plan for inmates or clients. Guidelines in the form of established principles, practices, standards, techniques, theories, and concepts of theology, ministering religious services, religious counseling, and pastoral care and agency operational procedures, statutes, national association standards, and religious denominational standards exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying religious care circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the religious care needs of the individual situation. For example, a position determines how to deliver religious care services by assessing and evaluating inmate and client needs and applying established principles, practices, standards, techniques, theories, and concepts of theology, religious counseling, and pastoral care and agency operational procedures, statutes, national association standards, and religious denominational standards.

**Purpose of Contact** --Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken by inmates and clients to resolve complaints or problems and influence or correct actions and behaviors. For example, a position counsels inmates and clients on religious and spiritual care needs and advises and counsels clients on their individual spiritual plans.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

**CLASS SERIES DESCRIPTION (Cont'd.)**  
**CHAPLAIN**  
**July 1, 2004**

**CHAPLAIN II**

H612XX

**CONCEPT OF CLASS**

This class describes the work leader level. In addition to work described in the Chaplain I level, positions at this class are responsible for overseeing chaplain interns or activities of a volunteer religious care services program at a state institution which entails developing religious services, determining volunteer staffing needs, recruiting and training volunteers who serve in various work units throughout an institution, and terminating or reassigning volunteers. The Chaplain II differs from the Chaplain I on the Line/Staff Authority factor only.

**FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** -- The decisions regularly made are at the operational level, as described here. Within limits set by religious services programs, choices involve deciding what operation is required to carry out the processes. This includes determining how the religious services will be provided. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action for the delivery of religious care services on an individual basis. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, a position determines the best course of action to provide religious care services to inmates or clients based on the assessment and evaluation of their religious needs; or, a position develops practical procedures or steps to recruit, evaluate, and terminate or reassign volunteers in order to maintain adequate staffing of volunteer programs.

**Complexity** --The nature of, and need for, analysis and judgment is patterned, as described here. Positions study and evaluate inmate and client religious needs to determine what it means and how it fits together in order to get practical solutions in the form of a religious and spiritual plan for inmates or clients. Guidelines in the form of established principles, practices, standards, techniques, theories, and concepts of theology, ministering religious services, religious counseling, and pastoral care and agency operational procedures, statutes, national association standards and religious denominational standards exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying religious care circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on religious care needs of the individual situation. For example, a position determines the course of action to deliver religious care services by assessing and evaluating inmate and client needs and applying established principles, practices, standards, techniques, theories, and concepts of theology, religious counseling, and pastoral care and agency operational procedures, statutes, national association standards, and religious denominational standards.

**Purpose of Contact** --Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken by inmates and clients to resolve complaints or problems and influence or correct actions and behaviors.

## **CLASS SERIES DESCRIPTION (Cont'd.)**

### **CHAPLAIN**

**July 1, 2004**

For example, a position counsels inmates and clients on religious and spiritual care needs and advises and counsels clients on their individual spiritual plans.

**Line/Staff Authority** --The direct field of influence the work of a position has on the organization is as a work leader. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

### **ENTRANCE REQUIREMENTS**

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

### **CLASS SERIES HISTORY**

Effective 7/1/04 (LLB). H6I3 abolished through annual elimination of vacant classes. Published proposed 4/30/04.

Revised 9/1/98 (CVC). Changed class codes due to PS Consolidation study.

Effective 4/1/97 (CVC). Chaplain Intern, H3C1IX, abolished in annual elimination of vacant classes. Published proposed 3/21/97.

Effective 9/1/93 (CVC). Job Evaluation System Revision project. Published as proposed 06/1/93.

Revised 10/1/87. Nature of work, some examples of work, knowledges, skills and abilities, education and experience, necessary special requirements for A8471X Chaplain I-A and A8472X Chaplain I-B.

Created 1/1/75. A8471X Chaplain I-A, A8472X Chaplain I-B and A8473X Chaplain II.

**CLASS SERIES DESCRIPTION (Cont'd.)**  
**CHAPLAIN**  
**July 1, 2004**

**SUMMARY OF FACTOR RATINGS**

<b>Class Level</b>	<b>Decision Making</b>	<b>Complexity</b>	<b>Purpose of Contact</b>	<b>Line/Staff Authority</b>
Chaplain I	Operational	Patterned	Advise	Indiv. Contributor
Chaplain II	Operational	Patterned	Advise	Work Leader