

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8281000

Chaplain, Grade 22

Brief Description of Class

Chaplains conduct religious services and provide spiritual guidance for individuals admitted to a State facility, as well as staff.

Distinguishing Characteristics

Chaplain: Full performance level; provides all necessary religious worship services and religious instruction for a particular faith on an individual and group basis; provides pastoral care to individuals admitted to an assigned facility(ies) regardless of faith and non-faith affiliation; and carries out related administrative duties and responsibilities, such as maintaining records and reporting on his/her activities.

Illustrative Tasks

Establishes periods for worship, conducts religious services, and administers rites and sacraments.

Provides pastoral care in order to develop good relationships with all who are served, with particular attention to those newly admitted to the facility.

Counsels individuals going through an emotional and spiritual crisis, the critically ill, the dying, and/or those about to be released, on personal and spiritual problems.

Conducts a religious education program through planning and organizing instructional classes, group discussions, forums, broadcasts, and group music programs.

Works closely with all departmental staff and community-based organizations to further the rehabilitation of individuals admitted to a State facility.

Speaks before community and other groups on the program(s) of the assigned facility(ies).

Consults with the facility head and other chaplains on the coordination of the religious program and its relationship with the overall functions of the facility.

Aids in selecting religious books and equipment for purchase and to be donated.

Maintains records of religious activities.

May recruit volunteers to assist with different faiths.

Minimum Qualifications

Non-competitive: Candidates must possess ecclesiastical endorsement from the official endorsing agency of the Chaplain's faith or denomination at the time of appointment and maintain such endorsement for the duration of their employment.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 2/2021

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