

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Internal Affairs		POSITION NUMBER (Agency-Unit-Class-Serial) 065-164-4800-XXX		MCR / HCR	
DIVISION / UNIT Centralized Screening Team (CST)		CLASSIFICATION TITLE Staff Services Manager I			
		WORKING TITLE Staff Services Manager I			
		TIME BASE / TENURE P/FT	CBID S01	WWG E	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
LOCATION 1920 Birkmont Avenue, Rancho Cordova, CA 95742		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.					
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
The Staff Services Manager (SSM) I, Centralized Screening Team (CST) is under the direction of the SSM II, CST.					
GENERAL STATEMENT					
The SSM I, CST supervises and directs the work of a staff of Associate Governmental Program Analysts (AGPA)/Staff Services Analysts (SSA) responsible for screening activities related to offender grievances and third-party complaints alleging staff misconduct towards inmates and parolees. The incumbent plans, organizes, reviews, and approves all work products for consistency with established policy, procedures, and screening criteria; establishes unit priorities, goals, objectives and work assignments; and organizes staff resources.					
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.			
35%		Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. Provide guidance and workload direction to Unit staff in the interpretation and application of policies, and procedures related to the screening of offender grievances and a variety of 3 rd party complaints for allegations of staff misconduct towards inmates and parolees. Supervise staff who perform grievance/complaint intake, review, and summarization; review staff work for accuracy, consistency and to ensure thorough analyses have been completed. Determine whether additional research and documentation needs to be collected and need for revision to screening decisions. Screens the more difficult and sensitive complaints. Provides recommendations to the SSM II, CST. Ensure tracking databases are kept up to date with the most recent information and files are current.			
30%		Train subordinate staff in collaboration with CST Captains and SSM IIs, in such areas as effective screening methods, gathering preliminary information concerning staff misconduct allegations; interview techniques, and report writing. Become familiar with the use of CDCR databases including SOMS/ERMS, AASTS, etc. computer programs and video conferencing devices. In collaboration with the SSM IIs, Captains, and the other SSM Is, CST, develop strategies to improve workflow; services being provided; prepare management reports on section operations; establish goals, objectives, and work priorities.			

15%	Reviews, edits, and/or provides letters, memos, special reports, statistical reports, charts, graphs, procedures, and manuals relating to the functions of the unit. Develops, reviews, and approves procedural and process changes. Provides assistance and guidance to staff, when necessary.
10%	Participates in the recruitment and hiring of staff; conduct probationary and annual performance evaluations, and employee progressive discipline. Assist in developing justifications for additional resources. Other duties as assigned related to the classification. Attend mandatory training for non-peace officers and other required training.
5%	Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Attend annual mandatory non-custody training and other job required training as needed.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison inmates, visitors, nonemployees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

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

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE