

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Headquarters		POSITION NUMBER (Agency-Unit-Class-Serial) 065-165-7500-XXX		MCR / HCR
DIVISION / UNIT Office of Civil Rights		CLASSIFICATION TITLE Career Executive Assignment (CEA), Level A		
		WORKING TITLE Equity Officer		
		TIME BASE / TENURE Perm/FT	CBID M01	WWG E
LOCATION Sacramento, California		INCUMBENT Vacant		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
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 an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.				
DIVISION OVERVIEW				
The position of Equity Officer will provide leadership and consultation on Diversity, Equity and Inclusion (DEI) department wide. The incumbent serves as a member of CDCR and CCHCS leadership and a project leader for the Government Alliance on Race and Equity (GARE), partnering to develop and drive forward the key strategies the department is implementing on behalf of the Secretary and Governor's Office. Under the direction of the Associate Director of the Office of Civil Rights (OCR), the Equity Officer represents CDCR and CCHCS in highly visible and sensitive external interactions with service leaders, community organizations, professional associations, state departments, local agencies and other community leaders representing diverse populations. The Equity Officer will be responsible for developing, implementing, maintaining, and evaluating a department wide equity and inclusion framework through collaboration with departmental program leadership and external partners. This framework will guide the department's implementation of a diverse workforce plan, as well as to administer fair and equitable services to all Californians.				
GENERAL STATEMENT				
Under the direction of the Associate Director, OCR, the Equity Officer is responsible for setting and implementing an overarching vision of DEI for the CDCR/CCHCS as the employer that works to eliminate systemic organizational marginalization and promotes inclusion practices that will be evidenced through our structures, customs, and leadership. Through collaboration with departmental leadership, the Equity Officer will serve to create equitable practices for staff, incarcerated individuals/supervised person populations, and contractors and will be dedicated to overseeing and managing the department's equity initiatives. The incumbent will act as a DEI subject matter expert by contributing perspective, insights, and knowledge, and taking a balanced consultative and systematic approach to enable the organization to achieve measurable results. The position may require travel statewide.				
% 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%	The Equity Officer leads the effort in developing and implementing the overarching vision, identity, and strategy for equity throughout CDCR/CCHCS. The Equity Officer identifies existing policies and practices in the department beginning with information collected through the GARE Steering Committee that contribute to, uphold, or exacerbate disparities and develops initiatives/policies to address these disparities.			

	<p>The Equity Officer implements measures to support capacity building and provides assistance for CDCR/CCHCS divisions to invest in strategies for equity and inclusion, including employee training and support, development of equity programming, and assistance to departments to change departmental policies and practices to improve equity outcomes, including:</p> <ul style="list-style-type: none"> • Identify existing policies and practices in the department beginning with information collected through the GARE Steering Committee that contribute to, uphold, or exacerbate disparities and develop proposals to address these disparities • Review language in departmental regulations, policies, and communications and make recommendations for equity-specific revisions • Report findings of analysis to CDCR/CCHCS leadership and ensure use of data to inform policies addressing service inequities faced by target populations and demographics • Facilitate departmental policy reforms and systems change • Consult on community outreach and engagement efforts to include formerly incarcerated families, and advocacy organizations • Oversee staff engagement of the incarcerated individuals/supervised person population and contractors while assessing and evaluating deliverables • Active participant in other public sector taskforce/stakeholder groups under the leadership of the CEO, GovOps <p>30% The Equity Officer utilizes data to achieve equity-focused goals and objectives. Ensures data drives decisions and resource allocation to improve equity among staff and stakeholders. Ensures CDCR/CCHCS contributes to and utilizes reliable data to inform decision-making and achieve equity outcomes. The Equity Officer shall report the findings of such analysis to CDCR/CCHCS leadership and ensure use of data to inform policies addressing service inequities faced by target populations and demographics. In partnership with the Associate Director, OCR, collaborates with all CDCR/CCHCS program areas and divisions and GARE to do the following:</p> <ul style="list-style-type: none"> • Assess potential barriers and develop strategies focused on recruiting and retaining a diverse workforce and collaborates on training initiatives regarding cultural competency, gender differences and other topics designed to increase awareness and support of DEI values, while maintaining compliance with applicable laws • Review proposed operational changes for potential bias and propose equity solutions • Review implementation of departmental initiatives to ensure equitable execution and provide recommendations for equity improvements for future initiatives <p>25% In collaboration with Human Resources and program leadership, leads the development of retention strategies that will align with the department’s goals to reduce employee turnover and ensure individuals are engaged and productive long-term. In collaboration with Training/Staff Development, develops and coordinates diversity training manuals and materials. Stays informed on matters/topics, changing laws and practices that impact diversity and inclusion. Develops a means of measuring the effectiveness of diversity initiatives. Creates and promotes diversity-oriented events, minority and protected class inclusion programs and cross-cultural workshops.</p> <p>5% In a leadership role with responsibility for overseeing various departmental work groups, plan, organize, direct, and evaluate the work and performance of diverse workgroup 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.</p> <p>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.</p>
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SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all incarcerated individuals, 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 time line 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
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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
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